

agenda



**AGENDA
ENFIELD TOWN COUNCIL
SPECIAL MEETING
MONDAY, JANUARY 7, 2008
6:00 P.M. – ENFIELD ROOM**

1. Roll Call
2. Enfield Revitalization Strategy Committee Update
3. Executive Session
 - a. Personnel Matters
 - b. Pending Litigation
 - c. Real Estate Negotiations
4. Adjournment

Sandwiches will be available at 5:15.



AGENDA
ENFIELD TOWN COUNCIL
MONDAY, JANUARY 7, 2008
7:30 P.M. – COUNCIL CHAMBERS

1. Prayer – Councilman – William Edgar
2. Pledge of Allegiance
3. Roll Call
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
 - December 17, 2007 – Special Meeting
 - December 17, 2007 – Regular Meeting
 - January 3, 2008 – Special Meeting
6. Public Communications and Petitions
7. Councilmen Communications and Petitions
8. Town Manager Report and Communications
9. Town Attorney Report and Communications
10. Report of Special Committees of the Council
 - Policy & Procedure Committee
11. **OLD BUSINESS**
 - A. **Appointment(s) Town Council Appointed**
 1. **Area 25 Cable Television Advisory Committee** - The term of office of Mark David Smith (U) expired 06/30/04. Replacement term would be until 06/30/08. (Tabled 06/21/04)
 2. **Area 25 Cable Television Advisory Committee** - The term of office of Robert W. Tkacz (R) expired on 06/30/06. Reappointment or replacement would be until 06/30/08. (Tabled 06/05/06)

3. **North Central Regional Mental Health Board** - A vacancy exists due to the resignation of Everett A. Gamble (D). Replacement term would be indefinite. (Tabled 01/05/04)
4. **Enfield Revitalization Strategy Committee** – A vacancy exists due to the resignation of Thomas R. Fournier (U). Replacement term would be until 04/30/08. (Tabled 06/18/07)
5. **Ethics Commission** – The term of office of Kenneth M. Varriale, Alternate, and (U) expires 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)
6. **Ethics Commission** – The term of office of Mark T. Sargent, Alternate, (R) expires 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)
- 7.*** **Commission on Aging** – The term of office of Marguerite DuPrey (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/10. (Tabled 12/3/07)
8. **Commission on Aging** – The term of office of Denise McGill (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/10. (Tabled 12/3/07)
9. **Enfield Beautification Committee** – The term of office of Alexandra Bozzuto (R) expires 12/01/07. Reappointment or Replacement would be until 12/01/10. (Tabled 12/3/07)
10. **Enfield Beautification Committee** – The term of office of John Hartley (D) expires 12/01/07. Reappointment or Replacement would be until 12/01/10. (Tabled 12/3/07)
11. **Enfield Beautification Committee** – The term of office of Barbara W. Wielgos (U) expires 12/01/07. Replacement would be until 12/01/10. (Tabled 12/3/07)
12. **Enfield Revitalization Strategy Committee** – The term of office of Charles A. Duren (R) expires 12/31/07. Reappointment or Replacement would be until 12/31/10. (Tabled 12/3/07)
13. **Loan Review Committee** – The term of office of Michael Olschafskie (D) expires 12/31/07. Reappointment or Replacement would be until 12/31/09. (Tabled 12/3/07)

B. Appointment(s) Town Manager Appointed/Council Approved:

1. **Housing Code Appeals Board** - The term of office of Constance P. Harmon, alternate (R) expired on 05/01/01. Replacement term would be until 05/01/11. (Tabled 05/07/01)
2. **Housing Code Appeals Board** - The term of office of Lawrence P. Tracey, Jr. (R), insurance, alternate, expired 05/01/06. Replacement would be until 05/01/11.
3. **Building Code Appeals Board** - The term of office of Joseph F. Petronella (D), contractor, expired 11/01/04. Replacement term would be until 11/01/09. (Tabled 11/25/04)
4. **Building Code Appeals Board** - A vacancy exists due to the resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement term would be until 11/01/11. (Tabled 10/16/06)
5. **Fair Rent Commission** - A vacancy exists due to the resignation of Tom Baziak, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)
6. **Fair Rent Commission** - A vacancy exists due to the resignation of Pamela Hall, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)
7. **Fair Rent Commission** – The term office of Arthur Graves, Homeowner (D) expired 06/30/07. Replacement term would be until 06/30/09. (Tabled 07/02/07)

C. Discussion: Use of Facilities. (Tabled 11/13/06)

D. Discussion: Solid Waste Advisory Committee Report. (Tabled 12/18/06)

E. Discussion/Resolution: 9 Gordon Lane. (Tabled 09/17/07)

1. Request for Transfer of Funds –CIP - \$40,000.

F.* Hiring/Job Descriptions: Two Youth Counselor I Positions/Replacements. (Tabled 10/01/07) **(Remove from Agenda)**

G. Discussion: Tax Delinquency List

H. Discussion: Town Owned Properties

12. **NEW BUSINESS**

A. **Consent Agenda - Action**

NO ITEMS FOR ACTION

B. **Appointment(s) – Town Council Appointed**

1. **Constable** – Brian Kozlowski (R) would like to be appointed as constable. Term will be until 11/09.
2. **Constable** – A vacancy exists due to an uncompleted oath of office requirement for James Keller (R). Term will be until 11/17/09.
3. **Enfield Zoning Board of Appeals** – The term of office of Edward H. Furey (D) will expire on 12/31/2007. Replacement would be until 12/31/2011.
4. **Patriots Award Committee** – The term of office of Anthony Torres (U) expired on 7/31/07. Reappointment or replacement would be until 7/31/09.
- 5.*** **Patriots Award Committee** – The term of office of Michael Pestana (R) expired on 7/31/07. Reappointment or replacement would be until 7/31/09.
6. **Patriots Award Committee** – The term of office of George MacDonald (D) expired on 7/31/07. Reappointment or replacement would be until 7/31/09.
- 7.*** **Patriots Award Committee** – The term of office of Peter Falk (R) expired on 7/31/07. Reappointment or replacement would be until 7/31/09.
8. **Patriots Award Committee** – The term of office of Jason Jones (R) expired on 7/31/07. Reappointment or Replacement would be until 7/31/09.

C. **Appointment(s) Town Manager Appointed/Council Approved**

- 1.*** **Building Code Appeals Board** - The term of office of William Marr (D) expired on 11/1/07. Reappointment or replacement would be until 11/1/12.

D.* Discussion/Resolution: Schedule a Public Hearing to Transfer the French Property. **(Remove from Agenda)**

13. ITEMS FOR DISCUSSION

A. Consent Agenda - Review

NO ITEMS FOR REVIEW

B. Appointment(s) – Town Council Appointed

- 1.*** **Connecticut Water Company Advisory Council** – The term of office of Aaron Zolotor (R) expired on 1/1/08. Reappointment or replacement would be until 01/01/10.
2. **Connecticut Water Company Advisory Council** – The term of office of Charles Johnson III (R) expired on 1/1/08. Reappointment or replacement would be until 01/01/10.
- 3.*** **Hazardville Water Company Advisory Council** - The term of office of Ken Hilinski (D) expired on 1/1/08. Reappointment or replacement would be until 1/1/10.
- 4.*** **Hazardville Water Company Advisory Council** – The term of office of Scott Kaupin (R) expired on 11/12/07. Reappointment or replacement would be until 11/12/09.
5. **Planning and Zoning Commission** – An alternate position exists due to the regular appointment of Kathleen Sarno. Reappointment or replace would be until 12/31/11.

C. Appointment(s) Town Manager Appointed/Council Approved

1. **Inland Wetlands and Watercourses Agency** – A vacancy exists due to the resignation of David Kiner (D). Reappointment or replacement would be until 6/30/11.

D. Discussion/Resolution: Policy & Procedure.

E. Discussion/Resolution: Appointment of Town Attorney.

F.** Discussion/Resolution: Required Capital Equipment in Support of the Athletic Fields Improvements Project.

G.** Discussion/Resolution: Transfer of Funds for Various CIP Accounts.

H.** Discussion/Resolution: Transfer of Funds in Support of Heating Upgrades at Enfield High School and Playground Improvements at Thomas Alcorn Elementary School.

- I.** Discussion/Resolution: Transfer of Funds for Child Development Center Fundraising Revenue.
- J.** Discussion/Resolution: DMHAS Strategic Prevention Grant Revenue Transfer.
- K.** Discussion/Resolution: Authorizing the Town Manager to Execute the Open Space Watershed Land Acquisition Grant.
- L. Discussion/Resolution: Head Moderator Rates of Pay.
- 14. MISCELLANEOUS
- 15. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 P.M.
- 16. COUNCIL COMMUNICATIONS
- 17. ADJOURNMENT

* REMOVE FROM AGENDA

** MOVE TO MISCELLANEOUS

*** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

minutes

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, DECEMBER 17, 2007**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 17, 2007. The meeting was called to order at 6:00 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Kaupin, Kiner, Mangini, Nelson and Ragno. Councilman Lee arrived at 6:02 p.m., Councilman Jones at 6:09 p.m. Councilman Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki

MOTION #9544 by Councilman Mangini, seconded by Councilman Ragno to go into Executive Session to discuss Personnel Matters, Pending Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9544** adopted 8-0-0, and the meeting stood recessed at 6:01 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:02 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Councilman Jones arrived at 6:09 p.m. Councilman Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki

Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin recessed the Executive Session and reconvened the open session at 6:35 p.m.

RECYCLING – LOU ROSSI

Lou Rossi and Joe Artioli were present to demonstrate a recycling unit which would make it easier and more convenient for people to recycle items such as newspapers, plastics, glass, cardboard, etc. They noted other features of this unit include covers to keep wet weather out and an animal guard to deter dogs or cats from rummaging through the recyclables. Furthermore, it makes for a more attractive curbside appearance. Mr. Rossi noted the demo unit was constructed of wood and is only a prototype, however, the finished product would be made out of a more durable material. He estimated the finished product would cost between \$25 to \$35 each.

RECEIVED FOR RECORD 24 Dec 2007
ATTEST *Suzanne Olechnicki* @ 3:15 P.M.
Town Clerk

Mr.. Rossi stated he was advised not to actively discuss this product with a manufacturing company until he obtains a utility patent, which would protect him and the manufacturer. He noted he has spoken with Toter, the company that currently sells the Town of Enfield their units, and they're very interested. He added his belief Enfield could have a pilot program for this unit.

Councilman Ragno commended Mr. Rossi for this invention. He stated his belief it's a wonderful device. Councilman Kiner agreed stating his belief this idea is fantastic.

Robert Egan, Chairman of the Solid Waste Task Force, questioned where such a unit could be stored. Mr. Rossi noted it could be stored in a garage. He pointed out it takes up the same space as a barrel.

Chairman Kaupin questioned what Mr. Rossi is looking for from the Town Council. Mr. Rossi stated he would take any of the Town Council's comments as a personal reassurance that this is a good idea. He pointed out obtaining a utility patent is a costly and time-consuming effort. He noted this procedure costs between \$4,000 and \$5,000. He stated once he has that patent, he would approach a company. He added he would like a vote of confidence from the Town and that the Town would be willing to become part of a pilot program. He stated his belief this would be good for the Town of Enfield, and it could be a good thing for recycling collections all over the country.

Chairman Kaupin suggested Messrs. Rossi and Artioli leave their phone numbers so that the Town Council and staff can provide direct feedback.

Mr. Rossi concluded stating Kevin Donahue, the Highway Superintendent, thought this idea has great possibilities, and he thought it should be marketed.

Chairman Kaupin recessed the open session and returned to Executive Session at 7:03 p.m.

Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 7:18 p.m. He reconvened the Special Meeting at 7:19 p.m. and stated that during Executive Session the Council discussed Personnel Matters, Pending Litigation and Real Estate Negotiations with no action or votes being taken.

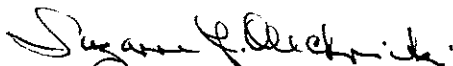
ADJOURNMENT

MOTION #9545 by Councilman Mangini, seconded by Councilman Nelson to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9545** adopted 10-0-0, and the meeting stood adjourned at 7:20 p.m.

Respectfully submitted,

Jeannette Lamontagne
Secretary to the Council


Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, DECEMBER 17, 2007**

Before the Regular Meeting was called to order, there was a check presentation from Rockville Bank to the Thompsonville Little League.

Personalized prints were presented to former Councilmen Kenneth Hilinski, Douglas Maxellon, Brian Peruta and Patrick Tallarita. Messrs. Peruta and Tallarita were not present for the presentation.

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 17, 2007. The meeting was called to order at 7:37 p.m.

PRAYER – The Prayer was given by Councilman Bosco.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was said.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Councilman Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki; Director of Social Services, Pamela Brown; Director of Planning, Jose Giner; Deputy Director of Public Works, Geoffrey McAlmond

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #9546 by Councilman Ragno, seconded by Councilman Mangini to accept the minutes of the November 19, 2007 Organizational Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9546** adopted 10-0-0.

MOTION #9547 by Councilman Mangini, seconded by Councilman Nelson to accept the minutes of the November 26, 2007 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9547** adopted 10-0-0.

MOTION #9548 by Councilman Mangini, seconded by Councilman Ragno to accept the minutes of the November 26, 2007 Regular Meeting.

RECEIVED FOR RECORD 24 Dec 2007
ATTEST *Suzanne F. Olechnicki* 3:15 PM
Town Clerk

Referring to Page 12, first sentence, Councilman Dumont stated her belief the property would be transferred back to Enfield Lodging LLC. Mr. Coppler explained perhaps there needs to be another sentence because previously they talked about the land being transferred from the Town to Enfield Lodging, and then it will be transferred back to the Town with those restrictions. He went on to note the resolution that will be acted upon at the next meeting will be to transfer the land from the Town back to Enfield Lodging, and once the deed restrictions are placed on it, it will then be transferred back to the Town.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9548** adopted 10-0-0.

MOTION #9549 by Councilman Nelson, seconded by Councilman Kiner to accept the minutes of the December 3, 2007 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9549** adopted 9-0-1, with Councilman Ragno abstaining.

MOTION #9550 by Councilman Mangini, seconded by Councilman Jones to accept the minutes of the December 3, 2007 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9550** adopted 9-0-1, with Councilman Ragno abstaining.

PUBLIC COMMUNICATIONS & PETITIONS

Marilyn Flanagan, 5 Gordon Lane

Noted erosion on Gordon Lane has been an on-going problem. She gave the Council some information so that they would understand more about the escarpment slopes. She stated her understanding the Town wants to remove some large trees. She noted it's the opinion of Neal Angus that large trees with deep roots stabilize the slope by keeping the soil in place, and those roots also absorb some of the groundwater that seeps into the escarpment. She urged the Council to think about what trees are being removed. She noted there needs to be a long-range plan, rather than just chopping down trees. She stated her belief an engineer needs to be making the determination as to whether trees should be cut. She suggested a meeting with residents of this area before spending \$40,000 of taxpayers money to cut trees down.

Chairman Kaupin suggested the Town Manager provide an update on Gordon Lane.

Roger LeBlanc, 17 Birchwood Road

Stated he helps provide service to people who are in need. He stated his belief providing help for the needy should be a priority item. He noted on December 12th, 295 families received assistance from the Enfield Food Shelf and on the same day 300 families registered for Christmas baskets. He added last week, 500 families applied for energy assistance. He urged the Council to approve the OPM-Prevention/Rapid Rehousing Pilot Project Grant Application. He suggested the Council utilize its power to reinforce the safety net. He stated it's unacceptable for people to go without food or heat.

Charles Woods, 11 Westerly Drive

Stated at the last Council meeting he mentioned he was approached on two occasions about opening a couple parks in the Kennedy Street area and the Shaker Pines area. He noted he went on the internet and didn't see any comments about this in the minutes.

Mr. Woods referred to the OPM-Prevention/Rapid Rehousing Pilot Project Grant Application and stated his belief taking care of the poor is a good idea. He went on to note there are some people who will take advantage of anything and abuse such services. He pointed out everyone is hurting financially and he doesn't agree this can be done without tax dollars. He stated his belief the Town should think twice before accepting programs from the State.

Jack Sheridan, 7 Buchanan Road

Requested another update on the employee manual. He added his belief it's time to revise and put some teeth in the Town's ethics document.

Mr. Sheridan voiced his support of the recycling program and stated his belief the Town isn't doing enough to increase that effort. He noted the amount of trash being collected in Longmeadow has been reduced by 800 tons in the last ten months and they saved about \$60,000.

He agreed with the idea of moving Town employees from 786 Enfield Street to the Village Center.

As concerns the OPM grant, Mr. Sheridan stated his belief people are stretched to the limit in the form of taxes and their own heating and gasoline costs. He stated his understanding many charitable organizations are reporting a huge downturn, and he feels this is not because people are less generous, but because they're hurting financially. He noted whether it's federal or state dollars, people are still paying for it. He feels the Town should stay away from this grant because the eligibility rules don't seem stringent enough.

Robert Stefanik, Montclair Drive

Spoke about his proposal for a dog park in Enfield. He noted he has a website at enfelddogpark.com and all information about the dog park will be on that website. He thanked PETCO for allowing him to set up a table with pictures, and he has many signatures from people and interest in this proposal is more than he expected. He also thanked the Enfield Minuteman Press located in Stop & Shop Plaza for wanting to donate \$50 and any needed printing supplies. He noted the first committee meeting is scheduled for Saturday, January 5th at the Enfield Public Library at 1:00 p.m. He stated if anyone has any questions, they can e-mail him at enfelddogpark@yahoo.com.

Mr. Stefanik referred to an issue raised by Mr. Sheridan at a previous meeting and noted he did some research. He noted he looked up Connecticut leash and dog bite laws and associated liability and learned a dog's owner or keeper is liable for any damage caused by his dog to a person's body or property, unless the damage was sustained while the person was committing a trespass or teasing, abusing or tormenting the dog. If damage has been caused by two or more dogs at the same time, their owners or keepers are jointly responsible and separately liable for the entire damage. He noted if something happens it falls on the person. He thanked Councilman Dumont for getting back to him, and noted she's been great to work with.

Roger LeBlanc, 17 Birchwood Street

Stated every person who comes to the Food Shelf must qualify, and those people have to show proof of residency and income. He noted they just did an internal audit, and of the 500 applications, they found only two discrepancies. He stated the people who register with them do qualify. He noted not all 500 come and not all the people who do receive food come every week and some only come once per month. He pointed out the Social Services Department does an incredible job checking everything out, and the Food Shelf double-checks again. He stated he is not asking the Town Council for any tax money, but rather he's asking the Council to gather the community together. He noted they received more money and food this year than in past years. He stated Enfield is very generous and is bucking the national trend. He suggested the Council convene a group to create a contingency plan with the objective to help people in such a way that they do not need help.

Jack Sheridan, 7 Buchanan Road

Voiced concern about liability to the Town if someone unleashes their dog within a dog park and that dog does damage. He noted the liability exposure to the Town should be clarified.

Rob Stefanik, Montclair Drive

Stated when a person enters a dog park, they're assuming the risk. He noted he

has the specifics about this from Connecticut law should anyone wish to see it.

Ron Cross, 44 Foxcroft Road

Questioned why Enfield was chosen by Hartford for the OPM-Prevention/Rapid Rehousing Pilot Project Grant application. He stated his impression there has to be a reason for this. He stated his belief the State and lending institutions should share the blame and cost of homelessness. He questioned why Enfield should become "their dumping ground". He noted lending institutions encourage people to buy beyond their means and for tax breaks. He stated these people need to be educated before they purchase, and they need counseling on budgeting for hard times. He noted taxpayers shouldn't be bailing out those who become alcoholics and waste money on cigarettes and lottery tickets.

Mr. Cross stated the Town's first priority should be making textbooks and paper available to the students in the schools.

He stated Loaves and Fishes are in dire need of a vacuum cleaner.

As concerns a dog park, Mr. Cross questioned why PETCO is petitioning this park in Enfield. He questioned whether PETCO was given a tax incentive to locate in Enfield. He went on to question who will be in control of noise issues and foul odor complaints.

John Shlatz, South Road

Expressed his appreciation for the response he received from the Town regarding his concerns about the boundary between his property and the Enfield Public Library.

COUNCILMEN COMMUNICATIONS & PETITIONS

Councilman Dumont clarified PETCO is not petitioning the Town of Enfield for a dog park. She noted Rob Stefanik raised the issue on his own and has done a lot of research. She stated Messrs. Coppler, Vindigni, Bromson and Mary Keller have discussed this item and they plan to provide the Council a report in the future concerning the feasibility of developing a dog park. Issues concerning noise, odors, and liability will also be addressed. She pointed out she visited a dog park in South Windsor recently and was impressed with the layout of the area. She read a list of 11 rules for that park. She noted Mr. Stefanik is attempting to develop this park with no tax dollars.

Councilman Mangini stated it was brought to her attention recently about the general public exhibiting inappropriate behavior in Town buildings. She reminded people that whether they're in the Town Hall or library, the Town code prohibits the general public or Town staff from using foul language or inappropriate behavior in Town buildings.

Councilman Mangini congratulated Enfield Loaves and Fishes for being able to raise over \$38,000, particularly with some help from the Junior Women's Club. She noted they can now purchase their van and vacuum cleaner and hopefully there will be leftover money to stock their kitchen.

As concerns the Enfield Food Shelf, Councilman Mangini stated they're not looking to have the poor take care of the poor. She noted the people that are clients of the food shelf are neighbors, friends and relatives and some of these people work two or three jobs. She stated this involves young families, older people and people from all walks of life. She noted those people do have to meet criteria, and without the Enfield Food Shelf some people might be hungry and on the street. She encouraged Enfield residents to continue being generous. She noted Enfield is more than fair when it comes to helping others. She commended and thanked the people of Enfield for their generosity. She urged people not to take this lightly and continue to support the Town's services since this meets a very basic need.

Councilman Nelson thanked the children at the Child Development Center. He noted there was a tour of the facilities last week, and the children provided little tree ornaments for the Council.

MOTION #9551 by Councilman Nelson, seconded by Councilman Mangini to move items D., F., and G. to Miscellaneous.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551** adopted 10-0-0.

Councilman Bosco questioned the status of the guardrail on Steele Road.

Councilman Bosco requested plowing at the elderly housing complexes be a priority. He went on to suggest extending the requirement to clear sidewalks to 24 hours.

Councilman Lee requested the Town Manager provide an update at the next meeting regarding the noise abatement at the St. James and Elm Street intersection.

Chairman Kaupin stated the Council has received about a dozen resume applications for the Town Attorney search, and they will try to get the search committee together this week to review those applications and pare it down to a smaller group which they can call in for an interview.

Chairman Kaupin thanked Officer Tim Vergein from the Enfield Police Department for the opportunity to ride along with him recently. He noted he appreciates the opportunity to witness the DUI enforcement action on Hazard Avenue.

Chairman Kaupin stated he recently went to Asnuntuck Community College for the dedication of the Mary Lou Strom Conference Room. He thanked the college for that recognition of former Mayor Strom.

Chairman Kaupin expressed his appreciation for the extra effort made by the leaf collection crews to complete this program this season.

Chairman Kaupin stated two weeks ago, the Amvets held a Pearl Harbor memorial event. He noted they invited members of the Connecticut Army National Guard for a luncheon, and there was tremendous positive feedback and appreciation for this event.

Chairman Kaupin stated he is still seeking people who would like to serve on the Mayor's Advisory Committee. He noted a press release has gone out about this.

Chairman Kaupin stated about two weeks ago they received an agreement from Dr. Bazilj from Johnson Occupational to further define his definition of "consistent and predictable" and it's believed they'll have full fire participation and expanded protocols in January. He noted there's a meeting on Friday with the Fire Chiefs, the Town Manager, Chris Bromson and Art Groux. He stated his belief this is just the beginning of what further fire involvement can be in EMS, and it's a goal to see this through.

Chairman Kaupin requested the Town Manager provide an update concerning the employee manual.

He concluded wishing everyone a very Merry Christmas, Happy Hanukah and a Happy New Year.

TOWN MANAGER REPORT AND COMMUNICATIONS

As concerns Gordon Lane, Mr. Coppler stated the Director of Public Works and the Inlands/Wetlands agent met prior to the last meeting and had a lengthy discussion about how many trees really need to come down. He pointed out the trees they're looking to remove are those that are dying or in a high risk of falling. He stated they decided not to take more trees down because vegetation stabilizes the slope. He noted they're currently working on the costs to remove certain trees and the stabilization of the slope.

Mr. Coppler stated Public Works has been working on long range plans. He noted they received about 16 submittals from engineering firms for a variety of different projects, i.e., the dam/fishing project which earmarks about \$3 million dollars to provide access to the dam for fishing; the Freshwater/Cranbrook intersection project as well as the Gordon Lane project. He stated they are in the process of reviewing the engineering submittals, and at some point in the future they will award contracts for each project.

Chairman Kaupin suggested any information that has been gathered regarding Gordon Lane, i.e., information provided by Marilyn Flanagan this evening, be reviewed so that everyone is working off the same page.

Mr. Coppler stated they are working on the final draft of the employee manual and it should be available very shortly.

Mr. Coppler stated the leaf collection program concluded on December 12th. He commended Mr. Hawkes and staff for a job well done.

Mr. Coppler introduced the new Director of Finance, Lynn Nenni, who will begin work on December 24th.

Mr. Coppler requested Mr. Giner come forward to speak about the Planning & Zoning Commission denial of the 8-24 referral for the French property.

Mr. Giner explained the reasons for the denial. He noted one reason had to do with P&Z members having a problem with giving back property that the Town paid for and also the State required it be given back because there was an abandoned house on that property and they didn't want that as part of the open space. He stated the State also had a problem with an easement on open space property so that a private landowner could get to his property.

TOWN ATTORNEY REPORT AND COMMUNICATIONS

There was no report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

The Athletics Fields Building Committee was present for a report this evening. Representing the Committee were Dan O'Connell, Jay Gaucher and John Hogan.

Mr. O'Connell stated they had a ribbon-cutting of the Fermi athletic field on Thanksgiving Day. He noted this project came in under budget. He went on to note the Enfield High School athletic project will begin in April or possibly sooner. He noted they are looking for completion of that project in the fall season.

Mr. Gaucher stated one of their concerns is the lack of a press box at both facilities and no safe shelter in case of a lightening storm. He noted the Committee talked about looking to outside sources to raise money for a press box and field house. He stated the Committee is aware this isn't part of their charge, therefore, they wanted to ask the Council if they'd consider putting together a committee to get this moving along.

Chairman Kaupin stated his understanding this committee is inquiring about whether the Building Committee or another group could explore the building of a press box and field house at each of the high schools through corporate sponsorships. Mr. Coppler stated his belief the Council is able to create a committee for that purpose. He noted he's not aware of anything that would limit the ability to receive money from corporate sponsors.

Councilman Mangini questioned the need for a separate committee for this purpose. She questioned if the current committee could be charged to seek funds for this endeavor. Councilman Nelson stated at this time this committee doesn't have the charge to do that, and this isn't part of the referendum. Mr. O'Connell stated the Committee is asking if there can be a separate or additional committee to move on this item because they don't want this to wait. He went on to note there's been some very positive feedback from corporations in this area.

Councilman Lee stated a committee for this effort would have to deal with the fund-raising aspect, and the Building Committee doesn't have the authority to take in funds, therefore, groups such as the booster clubs would be more appropriate to take on this kind of responsibility. He pointed out this Building Committee's charge is strictly to fulfill the wishes of the bond and referendum.

Mr. O'Connell stated they've already been before the Board to discuss this and the topic of money being available for parallel projects and naming rights.

Councilman Ragno requested clarification concerning naming rights. Mr. O'Connell stated if a corporation donated the money for a press box, they might want their name on that press box. Councilman Ragno questioned if the Board of Education would support that, and Mr. O'Connell noted the Board of Education is open to this idea, and they want to be in the loop to be sure everything is appropriate.

Councilman Edgar stated perhaps they could add a charge separate from the bond issue. Chairman Kaupin questioned if Councilman Edgar is saying this current committee can raise the funds, and Councilman Edgar noted they could spearhead the drives through their booster clubs and the corporate contacts they've already started. He added they wouldn't necessarily have to have another committee since it appears they've already done a lot of the work.

Councilman Nelson questioned whether the Building Committee would want that charge or would they prefer to form another committee. Mr. Gaucher stated they can't speak for all the members of the Building Committee. Chairman Kaupin suggested a meeting between the two field committee Council liaisons and the Building Committee so that they can determine an acceptable arrangement.

Chairman Kaupin thanked the Building Committee for their great work.

Chairman Kaupin questioned the status of the mobilization of the construction company at Enfield High School. He went on to question whether they'll allow sledding at Enfield High School's hill. Mr. Coppler stated mobilization hasn't started yet, and they're looking at discussing the schedule with the contractor in the beginning of January. He noted they're getting good feedback from DEP on the remediation.

Robert Egan, Chairman of the Solid Waste Advisory Committee, spoke about the tipper barrel program and recycling program.

Mr. Egan stated this committee focused on saving money and cutting costs. He noted the committee was composed of people who are involved in the recycling business and have dealt with waste. He noted they did a survey of people using tipper barrels in Enfield, and the majority of the people using them said they loved the barrels, but said if they had to pay for them, they wouldn't use them. He pointed out that was a survey done on a test program run in Town some years ago. He stated the Committee felt for the overall success of the tipper barrel program, they need a high percentage of participation.

Mr. Egan stated approximately \$500,000 will be coming back to the Town from CRRA. He noted CRRA has also been ordered to reduce tipping fees to member towns. He noted the Committee looked at this as waste related costs and possibly that could be applied toward the purchase of tipper barrels. He noted they recommended a \$50 certificate for those people who previously purchased barrels, and that amounts to about 7,000 households. He stated there's a ten-year warrantee on these barrels. He noted the Committee feels that in order for the tipper program to be successful, the Town should provide the barrels. He noted in his 23 years in this business, he has never seen a town not provide this barrel.

Mr. Egan referred to the idea of people being charged for this barrel on their tax bill, and the Committee felt that would be another bureaucracy and a nightmare for the assessor's office.

Councilman Lee questioned if the success of the program is a full participation of the program at kick-off time. Mr. Egan responded yes, and if the Town has made the investment, they would have to have at least a 95% to 100% participation to get the economic benefits.

Councilman Lee stated if they dropped off a barrel at every home that didn't have a tipper barrel and then charged people's tax bills, that would still provide for full participation in the program. Mr. Lee expected about 10,000 residences would need barrels, and he

believes they'd have at least the majority of those people complaining about the \$65 charge for this barrel.

Councilman Lee stated he has also heard several comments whereby people would prefer an assessment be levied or they'd be willing to pay a bill, rather than this cost ending up in the tax base. He questioned if they can get the Town Attorney's opinion concerning what authority the Council or the Town would have to levy a special assessment vs. keeping it within the tax structure.

Councilman Ragno questioned what happens in the case of those people who bought the tipper barrel. Mr. Egan stated those people had the benefit of using those barrels and if something happens to that barrel, the Town will replace it at no charge. Councilman Ragno stated there are many competing interests for the funds coming into the Town, and to say they're just going to supply those barrels will be "tough row to hoe".

Councilman Mangini stated she has trouble mandating people to purchase tipper barrels. She noted there are many people in Enfield who would find an expenditure of \$65 burdensome. She voiced her support of the Committee's recommendations.

Councilman Nelson stated he doesn't believe it's fair to give away tipper barrels while other people voluntarily purchased them. He went on to note that the CRRA money could be earmarked for other needs. He noted with the teachers getting a \$5 million dollar salary increase, the Town needs every cent they have. He feels they can make things work just as good, if not better, by requiring residents to pay for their own tipper barrels.

Mr. Egan stated the Committee did not make any rash decisions on how to spend the Town's money. He noted they only make recommendations.

Councilman Edgar stated this is an excellent committee, yet the Council is questioning their judgment and recommendations. He noted the committee is basing their recommendation to supply tipper barrels based on the fact that all other towns do this. He agreed the CRRA money could be used for this purpose. He stated the Town doesn't like unfunded mandates by the State, and this would be an unfunded mandate passed onto the citizens. He voiced his support of the Committee's recommendations.

Councilman Kiner disagreed everyone can afford \$65.00 for a tipper barrel. He noted if the Town can't afford to provide these barrels, they should wait to implement this program.

Councilman Bosco agreed with Councilmen Lee and Nelson. He noted everyone is going to pay for this anyway, whether they pay the \$65 or it's paid through their taxes.

Councilman Jones thanked the Committee for all their work. He agreed residents should pay for this barrel. He noted the whole purpose of this plan is to save money. He stated his belief they shouldn't be arguing over how the barrel is paid for, but rather they should be looking at the report as a whole, and he feels they should be focusing on recycling.

Councilman Dumont stated if these barrels are given away free, it's not fair to those people who purchased them. She agreed with Councilman Jones regarding the recycling program.

Chairman Kaupin stated his understanding the CRRA money will amount to about \$1 million dollars, and that happens to be close to the shortfall from the State of Connecticut, therefore, Enfield is about \$1 million dollars in the hole they have to close between now and the end of June. He noted he agrees with 99.9% of the report. He questioned why Mr. Egan feels the public won't comply if this program is mandatory. Mr. Egan stated his opinions are based on his experience in this area over the years.

Councilman Nelson stated he would support a lifetime warranty on the tipper barrels. He noted he would like to hear another way to pay for these barrels since they don't yet have the CRRA money. He stated he does not agree the Committee should have taken such a strong stance as to how this should be funded. He went on to thank the Committee for all their hard work.

Councilman Ragno stated he appreciates the recommendations of this Committee, however, there's a difference of opinion as to how the tipper barrels should be funded. He stated his belief tipper barrels by themselves will not lead people to recycle, but rather education will take people down that path, plus a willingness to want to recycle. He went on to note he's trying to be equitable regarding the purchase of these barrels.

Councilman Jones stated his belief the only way they can guarantee participation is if they roll these barrels out to everyone and bill them, possibly through their taxes.

Councilman Lee agreed with Councilman Jones. He noted another question needing to be answered is how they can get this started.

Councilman Lee stated the Council received a memo from a trade association that expressed concern in any direction the Town took regarding recycling and this dealt with mandates that would be rolled out to small and large businesses. He questioned if this Committee is recommending the Town mandate that the Town now pick up recyclables from business entities. Mr. Egan responded absolutely not. He went on to note that is something possibly Public Works can explore to be sure that there's control of recyclables so that the Town gets financial credit for what's being collected commercially.

Councilman Kiner referred to the many people using the Enfield Food Shelf and the many people on the delinquent tax list and questioned how people can afford to purchase a tipper barrel.

Councilman Dumont agreed with Councilman Jones about giving out the barrels and finding a way to have the people pay for them. She suggested if someone can't afford the barrel, perhaps they can fill out a form as to why they can't pay for them. She stated this has to move forward since this has taken too long to implement.

Councilman Ragno stated his belief some homeowners in extreme circumstances can be exempted.

Chairman Kaupin stated his belief the Council has to make decision at the first meeting in January. He noted the Town Manager's office needs to answer the questions that were raised on the ability for assessment, and the Council has to make a decision on the funding. Mr. Coppler explained the intent of this particular resolution is to accept their report. He stated they would also address the issues concerning the mandatory nature of the program and how barrels will be purchased or provided.

Chairman Kaupin clarified that the Council can adopt the resolution under Old Business without binding the Council to anything within the report. Mr. Coppler responded that's correct.

Chairman Kaupin stated he doesn't see any recommended changes to codes. Mr. Egan stated they have made some recommendations. He noted the recommendation that was presented to the Council was that the Town would pay for the tipper barrels. Mr. Coppler stated that would be part of the recommended changes to the Solid Waste Code. He recommended they get a consensus that the Council wants to see the code based upon the property owner purchasing the tipper barrel. Chairman Kaupin stated his belief they want to see the assessment question answered first. He suggested waiting on that decision until that assessment question is answered. He recommended being prepared for the first meeting in January so they can make the final decision on who pays and how.

Mr. Coppler stated for that meeting they can also have a schedule plan on the implementation. He agreed with Councilman Jones in that the best way to go about this is to deploy the tipper barrels all at the same time because it guarantees that there are no excuses as to why they're not at the curbside.

Chairman Kaupin thanked the Chairman and members of the Solid Waste Task Force for their work.

Councilman Mangini gave a report for the Prison/Town Committee. She noted the discussion dealt with the possible expansion of another quadrant that the State dismissed. She pointed out all residents are welcome to attend these meetings, and the next meeting is in March. She noted the numbers are up at Carl Robinson by over 200 and 84 at Enfield Correctional. She stated she will stay on top of this issue.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #9551A by Councilman Lee, seconded by Councilman Dumont to remove Item #9 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551A** adopted 10-0-0.

NOMINATION #9551B by Councilman Lee to reappoint Michael Mennella (U) to the Commission on Aging for a term which expires 12/31/2010.

MOTION #9551C by Councilman Dumont, seconded by Councilman Ragno to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551C** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Michael Mennella reappointed to the Commission on Aging by a 10-0-0 vote.

MOTION #9551D by Councilman Mangini, seconded by Councilman Jones to remove Item #11 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551D** adopted 10-0-0.

NOMINATION #9551E by Councilman Mangini to reappoint Gertrude Dorous (D) to the Enfield Beautification Committee for a term which expires 12/01/2010.

MOTION #9551F by Councilman Jones, seconded by Councilman Kiner to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551F** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Gertrude Dorous reappointed to the Enfield Beautification Committee by a 10-0-0 vote.

MOTION #9551G by Councilman Lee, seconded by Councilman Nelson to remove Item #13 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551G** adopted 10-0-0.

NOMINATION #9551H by Councilman Lee to reappoint Darren Ketchale (R) to the Enfield Beautification Committee for a term which expires 12/01/2010.

MOTION #9551I by Councilman Jones, seconded by Councilman Nelson to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551I** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Darren Ketchale reappointed to the Enfield Beautification Committee by a 10-0-0 vote.

MOTION #9551J by Councilman Edgar, seconded by Councilman Nelson to remove Item #16 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551J** adopted 10-0-0.

NOMINATION #9551K by Councilman Edgar to reappoint Mary Lavorgna (U) to the Loan Review Committee for a term which expires 12/31/2009.

MOTION #9551K by Councilman Nelson, seconded by Councilman Kiner to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551K** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Mary Lavorgna reappointed to the Loan Review Committee by a 10-0-0 vote.

All other Town Council appointments remained on the table.

APPOINTMENTS (TOWN MANAGER)

All Town Manager appointments remained tabled.

Items C., D., E., and F. remained tabled.

MOTION #9551L by Councilman Mangini, seconded by Councilman Nelson to remove Item G. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9551L** adopted 10-0-0.

DISCUSSION: OPM-PREVENTION/RAPID REHOUSING PILOT PROEJCT GRANT APPLICATION

Present for this discussion was Pam Brown, Director of Social Services.

Ms. Brown stated one of the concerns raised previously was that the caseworker would be employed by the Town. She noted North Central Counseling Services can service this grant. Chairman Kaupin questioned if it's a requirement of the grant that the Council pass this resolution as presented. Ms. Brown stated her understanding the Town would still accept the funds, but then it would be subcontracted to North Central Counseling.

Councilman Lee questioned whether the subcontracting process with this agency would be different than what's currently done. Ms. Brown responded it would be similar. Councilman Lee questioned if Ms. Brown sees a role from the Town of Enfield in assessing how this program functions to determine success or failure, or will Ms. Brown be responsible for reporting to OPM. Ms. Brown responded yes, her department would be responsible for responding to OPM and they would be holding North Central Counseling accountable for implementing the grant in a way that it could be successful. Councilman Lee questioned if there would be terms in whatever contractual instrument that's devised that would hold them accountable for fulfilling the terms of the OPM pilot, and Ms. Brown responded yes.

Chairman Kaupin questioned what other resources can North Central Counseling Services offer to help with the success of this program. Ms. Brown stated they currently have a half-time caseworker, therefore, this particular grant will be enhanced by that position. She noted they'll also be housing this service and paying persons doing all of the administrative pieces that go into implementing the program.

Councilman Dumont stated her impression this is a win-win situation with North Central Counseling Service. She noted in this way the Town doesn't have to hire a caseworker, and the Town only has to oversee the program to be sure it's administered correctly. She went on to clarify this has nothing to do with a shelter and aims at preventing homelessness. Additionally, it will only help families in Enfield that have a valid address. Ms. Brown responded that's correct.

Councilman Ragno questioned if these people are already tenants in place and renting from landlords, and Ms. Brown responded yes. Councilman Ragno stated if someone is being paroled from the Enfield prison into a halfway house, that would constitute a residency, and the Town might be offering them services. Mr. Coppler stated his belief that is a different issue whereby they wouldn't be coming to the Town for heating oil because a half-way house is generally funded through other means.

Councilman Bosco questioned if there's an obligation to keep this program next year if the grant money isn't there. Mr. Coppler stated his belief there would be an expectation that this would continue. He noted the point of a pilot is to see what works and doesn't work. He stated they will derive a lot of good data that will show what the needs are in the community.

Chairman Kaupin stated he is willing to give this a go because it's a partnership with North Central Counseling Services. He feels it's vitally important they find other resources to really make a difference in these families' lives.

RESOLUTION #9552 by Councilman Mangini, seconded by Councilman Jones.

RESOLVED, that the Town Manager, Matthew W. Coppler, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the Office of Policy and Management Regional Performance Incentive Funding for Homelessness Prevention and to affix the corporate seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9552** adopted 8-2-0, with Councilmen Bosco and Nelson voting against the resolution.

MOTION #9553 by Councilman Nelson, seconded by Councilman Ragno to remove Item H. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9553** adopted 10-0-0.

DISCUSSION RE: TAX DELINQUENCY LSIT

Mr. Coppler stated the Council received a report similar to what's on the website. He noted the process to gain money back when properties are delinquent are controlled through four different resolutions, #3342, #4470, #4472 and #4768. He explained there's a commonality within each of these resolutions in terms of what happens if people aren't up-to-date after three years. He noted in the fourth year, notice of intent to foreclose on the property was supposed to be sent, and the property owner at that time might initiate a payment plan with the Town of Enfield. If the owner doesn't follow the payment procedure, foreclosure procedures will commence immediately.

Mr. Coppler stated there are 80 properties that are more than three years delinquent. He noted if nothing changes, they'll have 50 more properties on this list with the potential for 119 more properties the next year.

Mr. Coppler shared some generalized recommendations that will be implemented within the next two months:

1. Formalization of the payment plan process
2. Standardization of the payment terms
3. Send out timely and regular notices of delinquent taxes
4. Start payment plans earlier
5. Continual follow-up

He stated the Council has to make some decisions:

- Is it the intent to foreclose if a property owner has made no attempt whatsoever to pay delinquent taxes? (If the answer is no, that will change how they go about this process and if the answer is yes, that provides a lot of incentive for people to pay taxes.)
- What does it mean to make an attempt? (Does that mean they have to be in an agreement? Does that mean they have to be able to show that they've made a payment sometime within the last three years?)
- Does the Council want to amend the payment plan process that will allow a payment schedule different than what's in the resolution?
- Should they waive interest and penalty?

Councilman Ragno agreed a decision has to be made as to how vigorous the Town wants to be regarding the enforcement of tax delinquent dollars. He stated his belief they need to look at the payment plan. He noted if someone isn't making an effort to pay their

taxes, he has no reservations about either having a tax sale or a summary foreclosure. He noted he appreciates this report and some of the controls that are being put in place.

Councilman Mangini agreed with Councilman Ragno and emphasized that they still need to go forward in a humane fashion and work with the people and provide them the proper tools needed to reduce their debt. Mr. Coppler stated that happens through the repayment agreements.

Chairman Kaupin agreed with Councilman Ragno that at some point in time they have to get to the point of foreclosure. He noted before they change the policy or the payment plan, perhaps what they have in place is good, but they have to enforce it from year one when they fall delinquent. He questioned if there's a period of forgiveness. He questioned if they can actually waive interest, and Mr. Coppler responded only in a very severe case.

Councilman Ragno stated if there's a mortgage on the property, the Town needs to be sure they send notice to that lending institution. Mr. Coppler stated in the first year of delinquency, there needs to be a series of letters, not only to the resident, but to the mortgage company as well. Councilman Ragno stated that letter should also refer people to Neighborhood Services so that they can possibly get some intervention that will help them get through a difficult period.

MOTION #9554 by Councilman Mangini, seconded by Councilman Nelson to retable this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9554** adopted 10-0-0.

Item I. remained on the table.

NEW BUSINESS

MOTION #9555 by Councilman Jones, seconded by Councilman Dumont to waive the reading of Items B. 1 through 6.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9555** adopted 10-0-0.

RESOLUTION #9556 by Councilman Ragno, seconded by Councilman Nelson.

A Resolution re: Participation – Job Order Contracting (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9556 adopted 10-0-0.

RESOLUTION #9557 by Councilman Mangini, seconded by Ragno.

A Resolution re: Participation – Connecticut Education Network Connection (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9557 adopted 10-0-0.

RESOLUTION #9558 by Councilman Jones, seconded by Councilman Dumont.

A Resolution re: Participation – Information Technology Applications Sharing (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9558 adopted 10-0-0.

RESOLUTION #9559 by Councilman Lee, seconded by Councilman Mangini.

A Resolution re: Participation – GIS-Flight-Mapping Data (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9559 adopted 10-0-0.

RESOLUTION #9560 by Councilman Ragno, seconded by Councilman Jones.

A Resolution re: Participation – Regional Law Enforcement Data Sharing System (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9560 adopted 10-0-0.

RESOLUTION #9561 by Councilman Dumont, seconded by Councilman Mangini,

A Resolution re: Participation – Regional Law Enforcement Training Center (copy appended)

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9561 adopted 10-0-0.

ITEMS FOR DISCUSSION

APPOINTMENTS (TOWN COUNCIL & TOWN MANAGER)

All appointments will appear on the next Regular Meeting agenda under New Business.

Item E. will appear on the next Regular Meeting agenda under New Business.

MISCELLANEOUS

RESOLUTION #9562 by Councilman Mangini, seconded by Councilman Nelson.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, Christopher W. Bromson, to settle the outstanding tax assessment appeals in the following actions:

1. WOODGATE II LIMITED PARTNERSHIP v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014657 S, the fair market value of the property to be \$9,150,000 and assessed value to be \$6,405,000.
2. KIOP ENFIELD, LLP v. TOWN OF ENFIELD, Docket Number HHB-CV-07-4014663 S, the fair market value of the property to be \$18,907,000 and assessed value to be \$13,234,900; with no additional increases attributable to the renovations made between October 1, 2006 and September 30, 2007.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9562** adopted 10-0-0.

RESOLUTION #9563 by Councilman Mangini, seconded by Councilman Ragno.

WHEREAS, the Town of Enfield has received additional funding from the Department of Emergency Management and Homeland Security in the amount of \$3,475.41; and

WHEREAS, the Town Manager is recommending that \$3,000 of this additional funding be applied to the salary of the Assistant Town Manager for his continued high level of performance in his duties for the citizens of Enfield.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter, the salary of the Assistant Town Manager will be increased from \$98,220.00 to \$101,220 effective July 1, 2007.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9563** adopted 10-0-0.

RESOLUTION #9564 by Councilman Mangini, seconded by Councilman Jones.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO: Capital Improvement Program \$80,000.00
Municipal Facilities
Staff Relocation

FROM: Capital Improvement Program \$80,000.00
Records Storage

CERTIFICATION

I hereby certify the amount of \$80,000.00 is available from Account CIP-Records Storage as of 12/12/2007.

/s/ Kim Doherty-Marcotte, Interim Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9564** adopted 10-0-0.


ADJOURNMENT

MOTION #9565 by Councilman Jones, seconded by Councilman Ragno to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9565** adopted 10-0-0, and the meeting stood adjourned at 11:22 p.m.

Respectfully submitted,

Jeannette Lamontagne
Secretary to the Council


Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9556**

Job Order Contracting

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CROG region; and

WHEREAS, on November 13, 2007 the Policy Board of CROG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "Job Order Contracting"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No. 9556 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Job Order Contracting

Regional Planning Organization(RPO)(s):	
Name	Capitol Region Council of Governments
Address	241 Main Street
City/State/Zip	Hartford, CT 06106
RPO Contact Person(s):	
Name	Lyle D. Wray
Title	Executive Director
Telephone	(860) 522-2217 ext. 39
Fax	(860) 724-1274
E-mail	lwray@crcog.org
Amount of Regional Performance Incentive Funding Requested: \$30,282.00	
Short Descriptive Title of Project: Job Order Contracting	
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :	
(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary): Presently, municipalities <u>independently</u> procure contractor services to complete repair, maintenance and smaller-scale construction, renovation, refurbishment and upgrade project work—relying on traditional procurement methods that are time-intensive and costly. Through a CRCOG-sponsored Job Order Contracting (JOC) initiative, such efforts would be <u>regionalized and streamlined</u> vis-à-vis the installation of an innovative and comprehensive new competitive bidding system—one that establishes on-call, indefinite quantity master contracts potentially covering hundreds of thousands of construction tasks (e.g., general construction, mechanical, electrical, plumbing, HVAC, roofing, flooring, playground equipment, portable buildings, paving, concrete, painting services, etc.). With JOC, participating communities would no longer have to go out to bid separately for all of their small and medium-sized construction and construction-related projects. Instead, they could save significant tax dollars by leveraging volume-based discounts available through a regionalized program and streamlining time-consuming traditional competitive procurement processes, ultimately mobilizing contractors in a matter of days as	

opposed to months once a job is identified.

Ten municipalities have demonstrated interest in piloting this program: Avon, Bolton, Enfield, East Granby, Glastonbury, Middletown, South Windsor, Vernon, West Hartford, and Windsor Locks.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

CRCOG will engage the services of an experienced consulting firm to design, implement and maintain a customized Job Order Contracting (JOC) program on behalf of the pilot group. Such firm will be responsible for: determining the scope of construction and construction-related services covered during the pilot phase; preparing customized JOC documents; marketing outreach services; developing and implementing JOC-specific purchasing policies and RFP documents to secure master contracts; providing a management information system to track project costs and deliverables; end-user training; monitoring job orders and vendor performance issues; and providing on-going technical support. Each municipality will be responsible for entering into individual job order contracts directly with the selected contractor(s) as project work arises.

Since the Council does not currently have a construction procurement program in place, an advisory group, comprised of key representatives from several of the pilot towns, will be relied on to provide on-going technical direction to agency staff and the hired consulting firm. CRCOG itself will provide one or more coordinators to work directly with the hired consulting firm and the participating communities. It is envisioned that a completely operational JOC program can be rolled out in approximately 120 days.

JOC is completely voluntary and pilot participants will choose at what level they use the system for their needs. There will be no interruption of services provided by the towns.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

With Job Order Contracting (JOC), participating communities no longer have to go out to bid separately for all of their small and medium-sized construction and construction-related projects. Instead, they could save significant tax dollars by leveraging volume-based discounts available through a regionalized program and streamlining time-consuming traditional competitive procurement processes, ultimately mobilizing contractors in a matter of days as opposed to months once a job is identified.

Estimates by vendors on labor and materials cost savings are approximately 8-12% per project. Multiplied by the typical budget for small and medium-size construction and construction-related projects of \$200,000, this results in a minimum of approximately \$16,000 in savings per year per town as a result of this regional approach. This does not quantify saved staff time, which can be more accurately determined once the project is rolled out.

Vendors typically charge a 5% fee in the first year to set up a JOC system. This takes the minimum potential savings to 3% and the minimum potential mill rate reductions as outlined below:

Town	Minimum 3% Savings	Potential Mill Rate Reduction
Avon	\$ 6,000.00	0.0027
Bolton	\$ 1,500.00	0.0038
Enfield	\$ 19,500.00	0.0134
East Granby	\$ 2,100.00	0.0043
Glastonbury	\$ 1,500.00	0.0005
Middletown (Purchasing Council member)	\$ 15,000.00	0.0080
South Windsor	\$ 1,200.00	0.0006
Vernon	\$ 1,230.00	0.0013
West Hartford	\$ 6,000.00	0.0014
Windsor Locks	\$ 9,000.00	0.0080

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

Costs. Start-up costs for this venture will be incurred by CRCOG to cover either staff salaries and benefits or hired consultant fees to fulfill the agency's extensive coordination/administrative duties. However, it is expected that such future costs can eventually be offset by the program's revenue-generating potential—likely in the form of a small fixed percentage (5% in the first year and 1.95% after, charged by the vendor) of all construction work performed by JOC contractors. Below are the adjusted savings numbers with the estimated 5% reduction reflected as "Actual Savings" ranges.

Benefits. For the member towns, project benefits will include: mobilizing contractors immediately and expediting the completion of outstanding project work; lowering individual project costs by spreading profit and overhead fees over the entire value of master contracts; decreasing up-front design costs for smaller projects; eliminating the need to use the full procurement cycle for smaller projects; establishing collaborative relationships with contractors and providing ongoing financial incentives to have work performed on-time and within budget; improving project quality; and reducing costly change orders. Monetary savings are estimated at 3-7% based on an average of 8-12% savings through programs nationwide and an anticipated vendor fee of 5% (i.e. $8\% - 5\% = 3\%$, etc.).

Each town would split the total cost of implementing the project (\$30,282) and receive savings as outlined below:

Participating Town	Est. Budget for JOC Projects	Actual Savings: 3%	Actual Savings: 7%
Avon	\$ 200,000.00	\$ 6,000.00	\$ 14,000.00
Bolton	\$ 50,000.00	\$ 1,500.00	\$ 3,500.00
Enfield	\$ 650,000.00	\$ 19,500.00	\$ 45,500.00
East Granby	\$ 70,000.00	\$ 2,100.00	\$ 4,900.00
Glastonbury	\$ 50,000.00	\$ 1,500.00	\$ 3,500.00
Middletown (Purchasing Council member)	\$ 500,000.00	\$ 15,000.00	\$ 35,000.00
South Windsor	\$ 40,000.00	\$ 1,200.00	\$ 2,800.00
Vernon	\$ 41,000.00	\$ 1,230.00	\$ 2,870.00
West Hartford	\$ 200,000.00	\$ 6,000.00	\$ 14,000.00
Windsor Locks	\$ 300,000.00	\$ 9,000.00	\$ 21,000.00
Total Savings:		\$ 63,030.00	\$ 147,070.00

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

CRCOG will engage the services of an experienced consulting firm to design, implement and maintain a customized job order contracting program on behalf of the pilot group. Such firm will be responsible for: determining the scope of construction and construction-related services covered during the pilot phase; preparing customized JOC documents; marketing outreach services; developing and implementing JOC-specific purchasing policies and RFP documents to secure master contracts; providing a management information system to track project costs and deliverables; end-user training; monitoring job orders and vendor performance issues; and providing on-going technical support. Each municipality will be responsible for entering into individual job order contracts directly with the selected contractor(s) as project work arises.

Since the Council does not currently have a construction procurement program in place, an advisory group, comprised of key representatives from several of the pilot towns, will be relied on to provide on-going technical direction to agency staff and the hired consulting firm. CRCOG itself will provide one or more coordinators to work directly with the hired consulting firm and the participating communities. It is envisioned that a completely operational JOC program can be rolled out in approximately 120 days.

Ongoing maintenance costs for the program are rolled in to a per project fee charged by the consultant to the town. These fees are to be negotiated, but will be less than projected savings.

Armed with an endorsement to move forward with JOC from an internal Strategic Planning Committee and a legal opinion that defines the most appropriate projects to be undertaken through such a system, CRCOG is positioned to bring this procurement initiative to its pilot group initially, and to a larger subset of its members in the future.

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

<u>Municipality</u>	<u>Annual Savings (Minimum of 3%)</u>
Avon	\$ 6,000.00
Bolton	\$ 1,500.00
Enfield	\$ 19,500.00
East Granby	\$ 2,100.00
Glastonbury	\$ 1,500.00
Middletown (Purchasing Council member)	\$ 15,000.00
South Windsor	\$ 1,200.00
Vernon	\$ 1,230.00
West Hartford	\$ 6,000.00
Windsor Locks	\$ 9,000.00

Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 31%

(7) Attach hereto the following documents from participating municipalities:
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.
(8) Attach the following material:
1. A site location map (if applicable) attached
2. Proposed Project Schedule (Outline the Proposed Project timeline)
3. Project cost estimates supporting the request for funding
4. List of necessary local/state/federal permits and approvals required for the project. n/a
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec. 3, 2007.
If YES, please attach copies of cover letters.
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chair, Capitol Region Council of Governments; First Selectman, East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

Attachment 1:

1. A site location map (if applicable)

Please see attached map

2. Proposed Project Schedule (Outline the Proposed Project timeline)

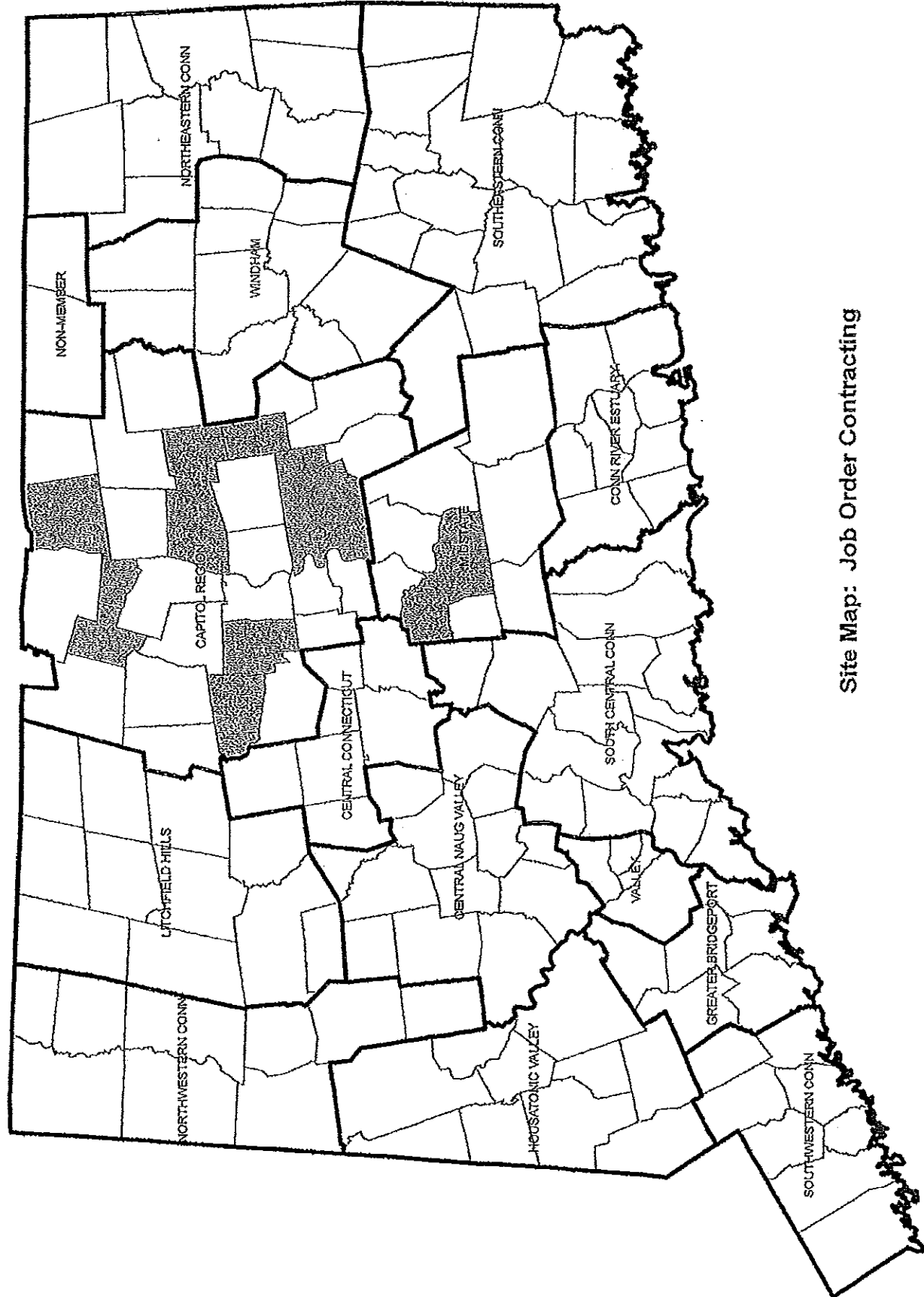
Date	Key Milestone(s)
January 14, 2008	Sign Contract with Consultant
February 1, 2008	Start 120 day implementation / building of JOC program
July 1, 2008	Start pilot with towns
July 1, 2009	End pilot / open program up to all CRPC members

3. Project cost estimates supporting the request for funding

Job Order Contracting Cost Estimates

	Hourly Rate	Number of Hours	Hourly Rate Cost	Total Cost w/ CRCOG Overhead
Staff/Consultant Time for 120 day set up	\$ 35.00	200	\$ 7,000.00	\$ 9,800.00
Administrative Oversight of JOC - rest of 1st year (1.5 hr/day)	\$ 35.00	400	\$ 14,000.00	\$ 19,600.00
CRCOG Grant Management and Administration (3%)				\$ 882.00
				\$ 30,282.00

4. List of necessary local/state/federal permits and approvals required for the project, n/a



Site Map: Job Order Contracting

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9557**

Connecticut Education Network Fiber Optic Access

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 13, 2007 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "Connecticut Education Network Fiber Optic Access"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No. 9557 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program
Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Connecticut Education Network Fiber Optic Access

Regional Planning Organization(RPO)(s):

Name	Capitol Region Council of Governments
Address	241 Main Street
City/State/Zip	Hartford, Connecticut

RPO Contact Person(s):

Name	Lyle Wray
Title	Executive Director
Telephone	(860) 522-2217
Fax	(860) 724-1274
E-mail	lwray@crcog.org

Amount of Regional Performance Incentive Funding Requested: \$ 125,145

Short Descriptive Title of Project: Connecticut Education Network Fiber Optic Access
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :

(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):

All towns in Connecticut require internet connectivity to function effectively, and the speed and capacity of these connections is key to a wide range of functions. Currently, access to the Internet is procured by towns on an individual basis. The costs of these connections are high and capacity is often limited.

While town governments are struggling with restricted capacity and high costs for internet service, Connecticut already has a state-of-the-art fiber network with significant unused capacity on it: the Connecticut Education Network.

The Connecticut Education Network (CEN) is America's first statewide K12 and higher education network built exclusively using state-of-the-art fiber optic

connections. Operating at speeds 1000 times faster than a home broadband connection, the CEN provides incredible access to the Internet.

Currently, CEN is being used at a fraction of capacity. As one CRCOG member stated: Connecticut built a superhighway but only opened a bike path.

This project proposes that CEN be opened to towns for municipal government use, using an approach that ensures that sufficient bandwidth is reserved to meet all of the needs of the original intended users, namely schools and libraries. Through this approach, the value of the CEN would be dramatically increased for a tiny fraction of its current cost.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

CEN is a regional and cross regional delivery entity, with the inherent capability to deliver data communication among school, library and municipal network users in multiple towns. This networking among users across regional boundaries can be implemented without effecting current user's service levels by upgrading the speed/capacity of the interconnecting switches.

The current organization at the Department of Information Technology (DOIT) with support from UCONN plus the temporary assistance of vendors can serve in the proposed implementation of the CEN upgrades. CRCOG will provide the Project Management necessary to oversee funding and implementation tracking for the CRCOG towns who will take part in this first phase of deployment.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

Economies of Scale:

The improvement of Internet connectivity efficiency has a large scale effect. The incremental scaling up of the CEN Internet connection capacity would be significantly more efficient than having Towns continue to buy individual T1 internet service to each Town's individual network. Data communications would be significantly less costly and capacity would be significantly higher, allowing for greater efficiency and effectiveness in a vast range of municipal operations. The improved interconnectivity among towns would also make it easier for towns to share certain IT functions, such as backup systems, archiving systems, and even shared applications.

	Cost of Connection to CEN	5-year Avoided Costs with CEN Access	Savings	Potential Mill Rate Reduction
Avon	10,000	35,000	25,000	0.0112
Bloomfield	10,000	35,000	25,000	0.0147
Bolton	10,000	35,000	25,000	0.0630
Canton	10,000	35,000	25,000	0.0281
East Hartford	10,000	35,000	25,000	0.0096
Enfield	10,000	35,000	25,000	0.0172
Glastonbury	10,000	35,000	25,000	0.0083
Hebron	10,000	35,000	25,000	0.0290
Manchester	10,000	35,000	25,000	0.0075
Plainville	10,000	35,000	25,000	0.0188
South Windsor	10,000	35,000	25,000	0.0119

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

The following lists *very conservative* ballpark estimates on how much towns could save on internet access along with CEN. This does not include the very significant benefits gained from having increased capacity and greater ability to transfer data both within town governments and among towns.

	Cost of Connection to CEN	5-year Avoided Costs with CEN Access	Savings
Avon	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Bloomfield	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Bolton	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Canton	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
East Hartford	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Enfield	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Glastonbury	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Hebron	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Manchester	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Plainville	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
South Windsor	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

1. *Resolve and address policy and legal issues - Currently there may be regulatory barriers to allowing towns access to CEN. CRCOG would work with OPM and other relevant institutions to obtain policy changes needed to allow CEN connectivity for towns.*
2. *Develop a technical plan for expanding connectivity - CRCOG will work with The State Department of Information Technology and the University of Connecticut to develop a technical plan that will allow municipal access to CEN without negatively affecting existing users*
3. *Implement connectivity - Necessary hardware and software procurements would be made to allow towns to connect to CEN.*

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

	Cost of Connection to CEN	5-year Avoided Costs with CEN Access	Savings
Avon	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Bloomfield	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Bolton	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Canton	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
East Hartford	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Enfield	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Glastonbury	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Hebron	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Manchester	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
Plainville	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00
South Windsor	\$ 10,000.00	\$ 35,000.00	\$ 25,000.00

Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 34%

(8) Attach the following material:

1. A site location map (if applicable)
2. Proposed Project Schedule (Outline the Proposed Project timeline)

3. Project cost estimates supporting the request for funding
4. List of necessary local/state/federal permits and approvals required for the project.
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec. 3, 2007.
If YES, please attach copies of cover letters.
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chairman, CRCOG; First Selectman, Town of East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

ATTACHMENTS

A site location map (if applicable)
Please see attached

Proposed Project Schedule (Outline the Proposed Project timeline)

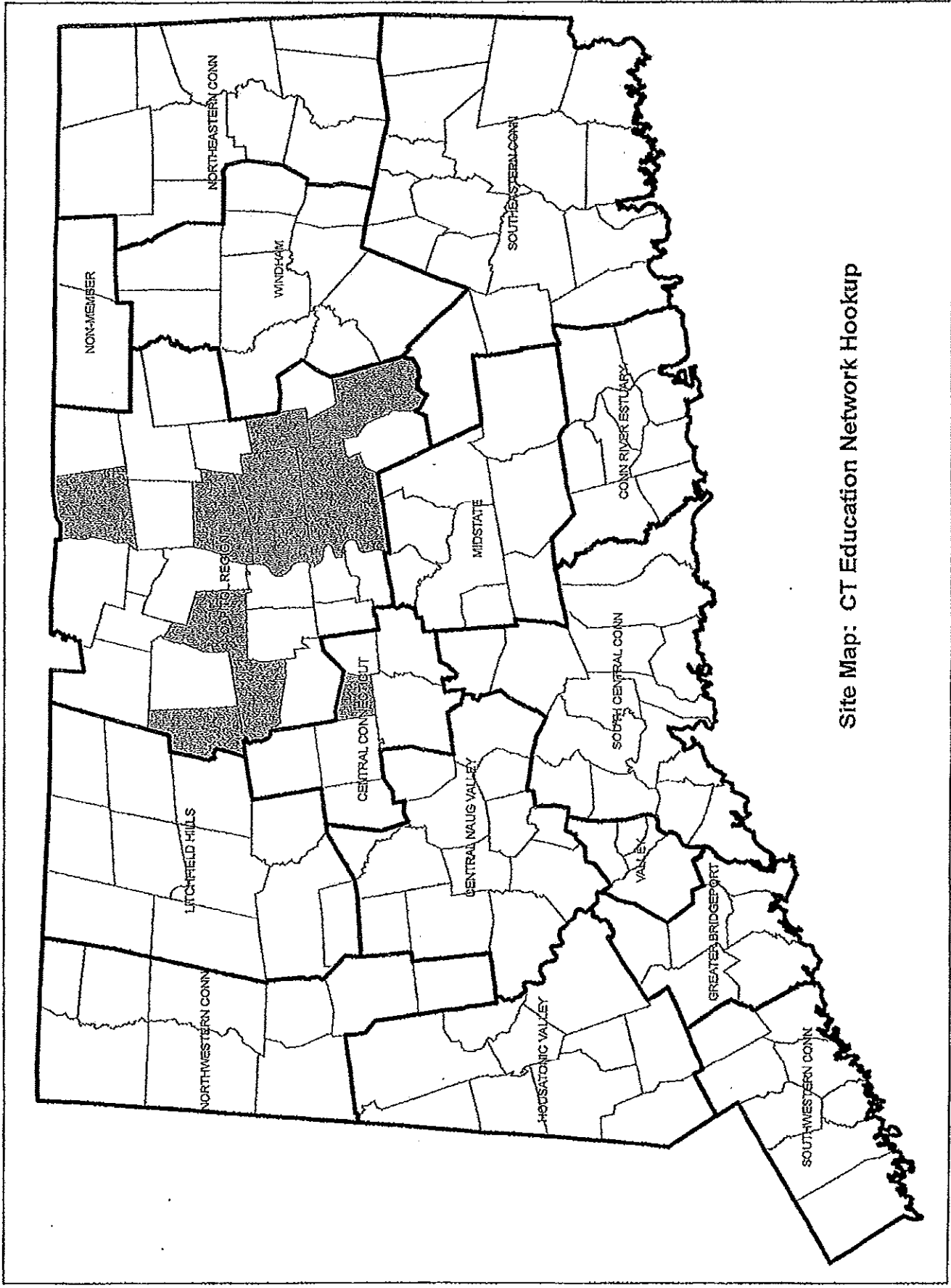
Project Schedule	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Identify and address legal/policy issues												
Develop technical plan												
Implementation												

Project cost estimates supporting the request for funding

BUDGET	
Connectivity costs	110,000
Staff and legal support	11,500
CRCOG overhead	3,645
TOTAL	125,145

List of necessary local/state/federal permits and approvals required for the project.

Not known.



Site Map: CT Education Network Hookup

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9558**

Information Technology Application Sharing and Development

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 13, 2007 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "Information Technology Application Sharing and Development"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No. 9558 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program
Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Information Technology Application Sharing and Development

Regional Planning Organization(RPO)(s): CRCOG, WINCOG, CCRPA

Name	Capitol Region Council of Governments (CRCOG)
Address	241 Main Street
City/State/Zip	Hartford, Connecticut 06106

RPO Contact Person(s):

Name	Lyle Wray
Title	Executive Director
Telephone	860 522-2217
Fax	860 724-1274
E-mail	lwray@crcog.org

Amount of Regional Performance Incentive Funding Requested: \$ 754,475

Short Descriptive Title of Project: *Information Technology Application Sharing and Development*

REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :

(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):

This project will serve 21 Capitol Region communities, Coventry (WINCOG) and Plainville (CCRPA).

Information Technology is a cornerstone of effective and efficient government operations. IT systems are used to manage back-office functions as well as to provide direct service to citizens and other customers. Increasingly, IT is a key component in enhancing the effective and efficient functioning of local government in Connecticut. It also offers the potential for increasing levels of customer service and efficiency through e-government and other web-based solutions, which make transactions simpler for the customer and less burdensome for towns.

Traditionally, towns in Connecticut have taken a "go it alone" approach to the

procurement of commercial programs and the in-house development of IT applications. There have been few mechanisms through which they could coordinate the acquisition of systems. In addition, small towns with extremely limited IT functions have been unable to take advantage of the benefits provided by IT systems because of a lack of budget and personnel.

Under this proposal, CRCOG will lead in the establishment of a coordinated function for the development and/or procurement of IT systems for multiple towns. This presents enormous potential, not only for cost savings, but also for improved service, greater consistency, and better coordination among towns for a wide range of functions.

By working together in defining IT systems requirements, communities can provide a stronger foundation on which to build. Exposure to different ideas and other methods for doing things will likely increase with the number people looking at the same problem. In some cases, just the exercise of communicating with another community will provide knowledge of an existing solution which may be available at less actual cost than construction or purchase. When construction is required, a single team of developers can create an application for use by several communities. The practice of multiple developers in multiple communities in effect trying to create the same solution disappears.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

All municipalities either buy or build applications to fulfill needs. In most cases this development cycle is done in a single department/town. Multiple developers in multiple communities are often working in a vacuum to find the same solution to the same need. This project seeks to burst the vacuum by promoting development and sharing across multiple communities. The project includes the following elements:

1. Creating consistent (voluntary) technical specifications for IT systems. These specifications would ensure consistency and interoperability among different towns, even if they procured or developed systems independently.
2. Development of a mechanism for joint procurement of major applications, with: a simple online registry for managing vendor contract information, identification of specific opportunities for joint purchases, and a purchasing committee (modeled after CRCOG's purchasing council) for managing joint procurement of specific systems.
3. Establishment of an FTP (file transfer protocol) server which would allow in-house developed applications sharing at no cost.
4. Several specific pilot projects – development or purchase of specific shared applications available to all participating towns. It is critical that the shared approach to IT show demonstrated successes in the first year. Therefore, the

bulk of the project budget will be aimed at development of applications that provide concrete benefits to towns, provide a framework for long-term coordination in IT systems development, and demonstrate the benefits of a collective approach. The specific pilot projects to be implemented will depend on the priorities established under task #3, but early polling among towns indicates a high interest in the following:

- *Document management and archiving*
- *E-mail archiving*
- *Customer response management*
- *On-line permit tracking*
- *Pet licensing, hunting and fishing licensing*
- *IT help desks*
- *On-line transactions (including on-line payments for property taxes)*
- *CAMA (computer-aided mass appraisal) applications*
- *Development of a free shared ArcPad based Sign Inventory*
- *Development of a Municipal Asset Tracking application to fulfill GASB requirements.*
- *Disaster recovery / IT systems backup*

All of the above applications have significant potential to be procured or developed more cheaply if multiple towns are involved. However, to do so will require coordination and management of diverse needs.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

Information technology systems present a particularly strong opportunity for economies of scale. In many cases, the marginal cost of developing a single application for many towns is not much greater than the cost of developing it for one. There are some additional complexities in meeting the requirements of more than one town, but these are minimal compared to the cost of each town developing the same application separately. In some cases, the shared approach makes some applications available to small towns for whom they would otherwise be prohibitively expensive.

With joint procurement, it is likely that vendors will be able to offer reduced prices given that they are selling to multiple jurisdictions with one contract. In addition, contract negotiations for both initial purchase and renewal will provide the towns with greater purchasing power and clout than if they were purchasing individually.

We estimate that the participating towns will participate in 2-3 projects, and that the total savings on all projects would be approximately 778,556. This translates to potential mill rate reductions as outlined below:

Town	Potential Savings	Potential Mill Rate Reduction
Avon	\$ 33,850	0.0152
Bloomfield	\$ 33,850	0.0199
Bolton	\$ 33,850	0.0853
Canton	\$ 33,850	0.0380
Coventry	\$ 33,850	0.0598
East Granby	\$ 33,850	0.0691
East Hartford	\$ 33,850	0.0130
Enfield	\$ 33,850	0.0233
Farmington	\$ 33,850	0.0125
Glastonbury	\$ 33,850	0.0113
Granby	\$ 33,850	0.0418
Hartford	\$ 33,850	0.0089
Hebron	\$ 33,850	0.0392
Manchester	\$ 33,850	0.0101
Newington	\$ 33,850	0.0135
Plainville	\$ 33,850	0.0254
Simsbury	\$ 33,850	0.0169
South Windsor	\$ 33,850	0.0161
Suffield	\$ 33,850	0.0311
Tolland	\$ 33,850	0.0356
West Hartford	\$ 33,850	0.0078
Wethersfield	\$ 33,850	0.0178
Windsor	\$ 33,850	0.0141

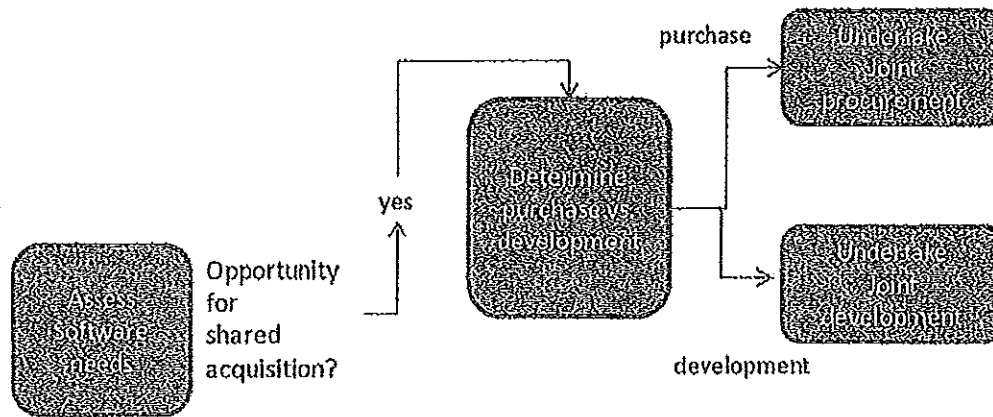
(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

The following table lists the potential cost savings from joint development or procurement of a wide range of IT systems. Until the initial needs assessment is complete, it is not possible to identify conclusively which towns will be participating with which systems. This table estimates very conservatively that between 2 and 6 towns would participate in various projects, based on software programs that towns are currently considering developing or purchasing. The savings, with these cost estimates, total over \$750,000 and do not account for other benefits achieved through the IT project.

Application	Number of Towns	Aggregate costs if done individually	Cost of a joint application	Total savings	Average Savings per Town
GIS-compatible sign inventory	5	20,000	10,000	10,000	2,000
GIS-compatible telephone pole and tree inventory	2	5,000	2,500	2,500	1,250
Permit tracking	5	250,000	100,000	150,000	30,000
Fixed asset management	6	650,000	400,000	250,000	41,667
Pet licensing	5	7,500	2,500	5,000	1,000
Hunting/fishing licensing	2	5,000	2,500	2,500	1,250
Web-based customer response management	4	60,000	25,000	35,000	8,750
In-house IT helpdesk	3	36,000	15,000	21,000	7,000
Vital records billing and recording	3	12,000	5,000	7,000	2,333
E-mail and document management	6	250,000	100,000	150,000	25,000
Computer-Aided Mass Appraisal	4	555,556	500,000	55,556	13,889
Disaster recovery system	4	220,000	130,000	90,000	22,500
TOTAL SAVINGS	49			778,556	156,639

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

CRCOG is proposing to house a municipal IT expert and project manager to implement this project. The expert would be responsible for conducting the initial needs assessment for all towns, and manage a working group of towns to set priorities and implement selected projects. CRCOG has a precedent in its creation of a regional GIS program, which was managed by CRCOG but included a steering committee of GIS experts from individual towns.



The project can be sustained after Year 1 if it can demonstrate to participating towns that they can save money through the joint process. Costs in subsequent years would likely be for continued coordination and support by CRCOG and would be covered by the participating towns.

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

It is difficult to estimate the exact savings that towns will realize as it depends on which systems are developed and which towns participate. However, as an estimate we can divide the savings calculated in Section 4 evenly among the towns. This results in an average savings for each town of \$33,850.

Town	Potential Savings
Avon	\$ 33,850
Bloomfield	\$ 33,850
Bolton	\$ 33,850
Canton	\$ 33,850
Coventry	\$ 33,850
East Granby	\$ 33,850
East Hartford	\$ 33,850
Enfield	\$ 33,850
Farmington	\$ 33,850
Glastonbury	\$ 33,850
Granby	\$ 33,850
Hartford	\$ 33,850
Hebron	\$ 33,850
Manchester	\$ 33,850
Newington	\$ 33,850
Plainville	\$ 33,850
Simsbury	\$ 33,850
South Windsor	\$ 33,850
Suffield	\$ 33,850
Tolland	\$ 33,850
West Hartford	\$ 33,850
Wethersfield	\$ 33,850
Windsor	\$ 33,850

Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 72%

(7) Attach hereto the following documents from participating municipalities:
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.
(8) Attach the following material:
1. A site location map (if applicable)
2. Proposed Project Schedule (Outline the Proposed Project timeline)
3. Project cost estimates supporting the request for funding
4. List of necessary local/state/federal permits and approvals required for the project.
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec. 3, 2007.
If YES, please attach copies of cover letters.
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chairman, CRCOG; First Selectman, Town of East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

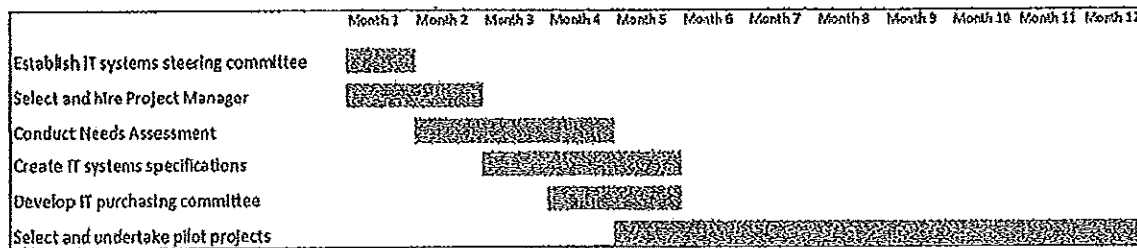
Attachment

8-1. Site Location Map

Please see attached

8-2. Proposed Project Schedule

The following lays out the proposed schedule for implementation of the project. It is expected that once established the steering committee and purchasing committee would continue to operate even after the completion of the project.

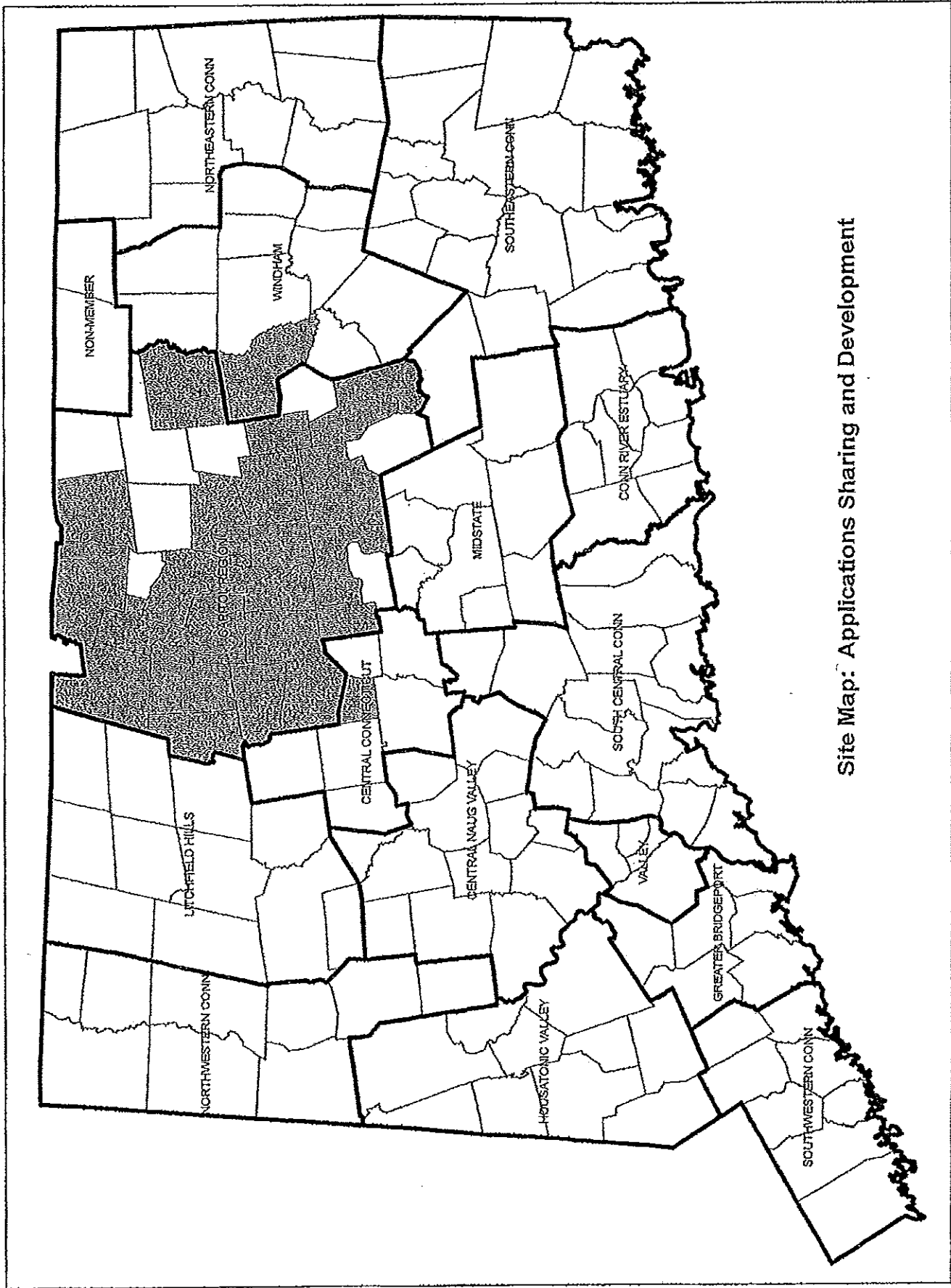


8-3. Project Cost Estimates

Cost Schedule	
Full time project coordinator, analyst, and IT expert (1 year), including overhead	\$ 120,000
CRCOG project coordination	\$ 12,500
Systems and infrastructure development	\$ 150,000
Systems procurement	\$ 450,000
CRCOG Grant Administration (3%)	\$ 21,975
TOTAL	\$ 754,475

8-4. Necessary local/state/federal permits and approvals

n/a



Site Map: Applications Sharing and Development

Appended to minutes of 12/17/2007 Regular Town Council Meeting See Page 20

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9559**

GIS Flight and Mapping Data: Spring 2008 Color Digital Orthophotography

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 13, 2007 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "GIS Flight and Mapping Data: Spring 2008 Color Digital Orthophotography"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No. 9559 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave, MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

GIS Flight and Mapping Data: Spring 2008 Color Digital Orthophotography

Regional Planning Organization(RPO)(s):	
Name	Capitol Region Council of Governments
Address	241 Main Street, 4 th Floor
City/State/Zip	Hartford, CT 06106
RPO Contact Person(s):	
Name	Lyle D. Wray
Title	Executive Director
Telephone	860.522.2217
Fax	860.724.1274
E-mail	lwray@crcog.org
Amount of Regional Performance Incentive Funding Requested: \$350,000	
Short Descriptive Title of Project: GIS Flight and Mapping Data: Spring 2008 Color Digital Orthophotography	
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :	
(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):	
<p>The goal of this proposal is to obtain funding to acquire 100 scale color digital orthophotography for the 29 Capitol Region municipalities. This type of digital photography functions as the base for most other types of mapping. A common base for the entire region would facilitate data sharing and improved accuracy for GIS and mapping applications.</p> <p>Currently municipalities desiring this product contract individually (and do so on a regular basis) at a much greater cost. The savings due to economies of scale for aerial photography are substantial. Planimetric mapping based on this common base would also benefit from a regional approach.</p>	

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

We envision the aerial (orthophotography) flight being delivered to the CRCOG member towns in two ways. First using the CRCOG GIS website, we would load this data set and publish it with their other layers of information. As this is an active website and requires no access password the entire membership would have access to it. Second, we would copy the necessary files for each town on a portable hard drive and deliver them to the town. Some of the member towns have GIS staff and for those that do not we would provide the expertise to install and provide basic training in using the orthophotography. The entity that would be responsible for managing the project and delivering the data and training once completed would be CRCOG. We have formed a committee from within CRCOG that would assist the CRCOG staff on this project.

There are several methods to continue this service. One is that we will work with the CT GIS Council to expand the service to encompass the entire state as everyone uses this data. Second, we will follow other CRCOG programs and collect the cost through user fees. We envision re-flying the region every three years. By collecting the fees every year it will distribute the costs so that each municipality can participate. We also intend to work with our regional utilities (MDC) to cost share as most utilities in the region contract for this service as well.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

The savings realized would be approximately 80%. The reason for this is that one set of ground control, flight planning and coordination would be required as opposed to 29 separate sets of ground control, flight planning and coordination. Additional economies of scale are realized by one batch processing of the data for the entire region instead of 29 individual municipalities. The bargaining leverage of a very large aerial project vs. a single town would also be substantial. Details and savings per participating municipality are shown in Figure 1 (attached).

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

The total cost for an orthophoto flight done as a region is \$342,022. If each town flew only their square miles individually it would total \$1,705,338 for the region. This translates into total savings for all of the participating municipalities at \$1,363,316 if the flight is done on a regional basis. Please see Figure 1 for details.

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

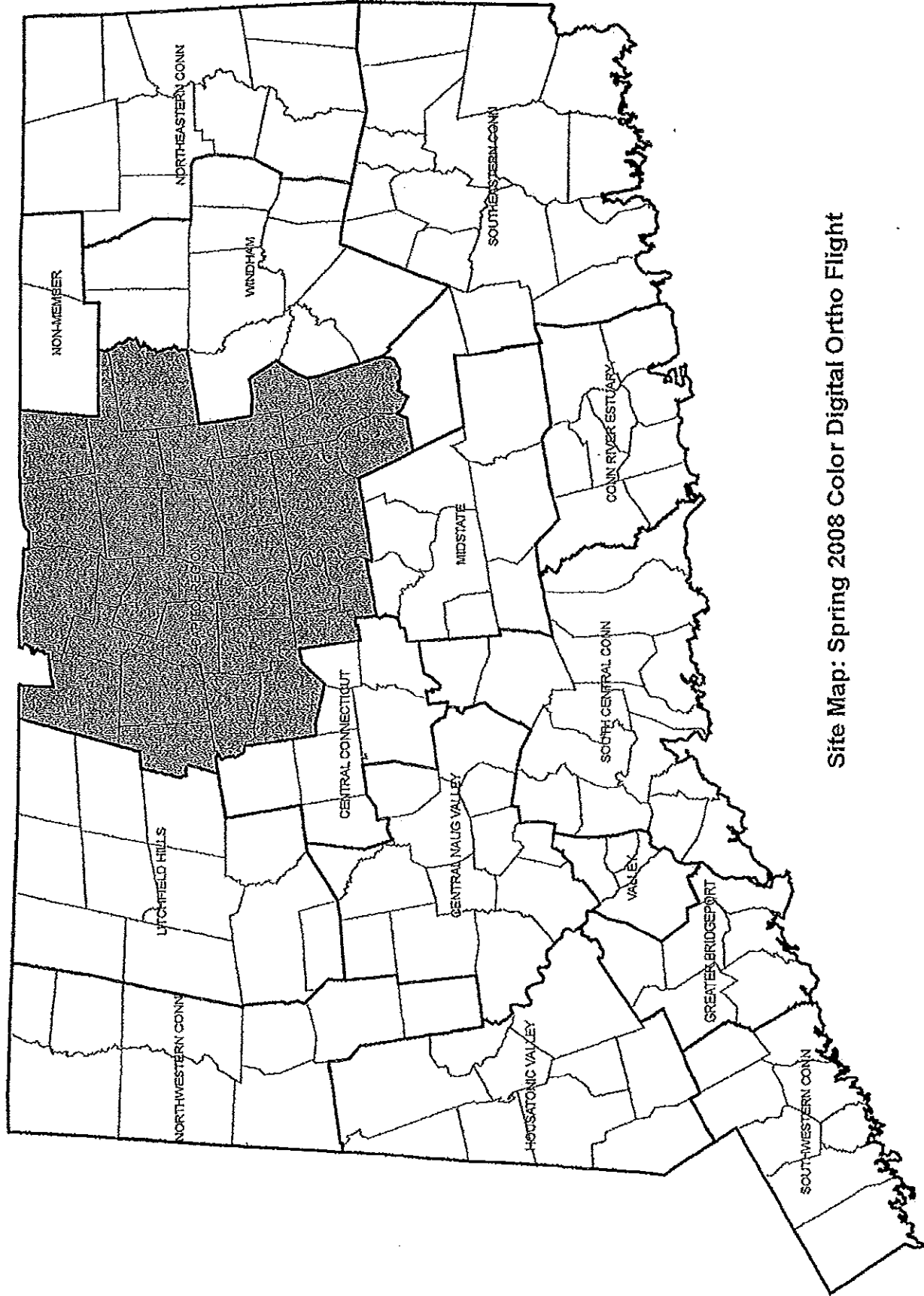
- RFP, Contracting -- mid to late Winter 2008
- Flight occurs before leafout -- early Spring 2008
- Processing to produce Digital Orthophotography 2-3 months -- delivery early to mid Summer 2008
- Delivery/Training/Installation for Municipalities -- mid Summer 2008 to Fall 2008

Service will continue to be funded through participation of the municipalities on a 3-5 year repeat schedule.

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

Municipality	Savings
Andover	\$38,162
Avon	\$57,488
Bolton	\$37,917
Canton	\$61,157
East Granby	\$42,565
East Windsor	\$65,561
Ellington	\$85,131
Enfield	\$82,685
Farmington	\$70,208
Glastonbury	\$128,430
Granby	\$101,032
Hartford	\$45,012
Hebron	\$91,736
Manchester	\$66,539
Somers	\$70,208
South Windsor	\$69,719
Suffield	\$105,435
Tolland	\$98,830
Vernon	\$45,501
Wethersfield	\$31,802
Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 69%	

(7) Attach hereto the following documents from participating municipalities:	
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.	
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.	
(8) Attach the following material:	
1. A site location map (if applicable)	
2. Proposed Project Schedule (Outline the Proposed Project timeline)	
3. Project cost estimates supporting the request for funding	
4. List of necessary local/state/federal permits and approvals required for the project.	
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec. 3, 2007.	
If YES, please attach copies of cover letters.	
(10) Certification by the Chairman of the Regional Planning Organization(s):	
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.	
Signature:	
Name: David Kilbon	
Title: Chairman, CRCOG; First Selectman, Town of East Granby	
Date:	
(Please use following certification if more than one RPO is participating.)	
(10) Certification by the Chairman of the Regional Planning Organization(s):	
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.	
Signature:	
Name:	
Title:	
Date:	



Site Map: Spring 2008 Color Digital Ortho Flight

IT-15/16 Proposed Project Schedule

- Request for proposals January 2008.
- Selection and contracting of aerial firm by mid to late Winter 2008.
- Flight occurs before leafout – early Spring 2008..
- Processing to produce Digital Orthophotography 2-3 months – delivery by early to mid Summer 2008.
- Quality Assurance and Quality Control (QA/QC) work – late Summer through late Fall 2008.
- Delivery/Training/Installation for Municipalities – Fall and Winter 2008.

Figure 1

Town	Sq Miles (Approx.)	Percent of Area of		Cost Separately at \$3,060/sq mile	Cost as a Region	Savings	Budget Value of 1 Mill	Potential Mill Rate Reduction
		Sq Miles	Participating Municipalities					
ANDOVER	15.60		2.74%	\$47,736	\$9,574	\$38,162	\$ 272,679.00	0.140
AVON	23.50		4.12%	\$71,910	\$14,422	\$57,488	\$ 2,226,999.00	0.026
BOLTON	15.50		2.72%	\$47,430	\$9,513	\$37,917	\$ 396,682.00	0.096
CANTON	25.00		4.38%	\$76,500	\$15,343	\$61,157	\$ 890,000.00	0.069
EAST GRANBY	17.40		3.05%	\$53,244	\$10,679	\$42,565	\$ 489,527.00	0.087
EAST WINDSOR	26.80		4.70%	\$82,008	\$16,447	\$65,561	\$ 781,971.91	0.084
ELLINGTON	34.80		6.10%	\$105,488	\$21,357	\$85,131	\$ 1,167,205.00	0.073
ENFIELD	33.80		5.93%	\$103,428	\$20,743	\$82,685		0.057
FARMINGTON	28.70		5.03%	\$87,822	\$17,614	\$70,208	\$ 2,718,452.75	0.026
GLASTONBURY	52.50		9.21%	\$160,650	\$32,220	\$128,430	\$ 3,000,000.00	0.043
GRANBY	41.30		7.24%	\$126,378	\$25,346	\$101,032	\$ 809,422.71	0.125
HARTFORD	18.40		3.23%	\$56,304	\$11,292	\$45,012	\$ 3,810,919.00	0.012
HEBRON	37.50		6.58%	\$114,750	\$23,014	\$91,736	\$ 862,872.00	0.106
MANCHESTER	27.20		4.77%	\$83,232	\$16,693	\$66,539	\$ 3,353,720.00	0.020
SOMERS	28.70		5.03%	\$87,822	\$17,614	\$70,208	\$ 744,107.00	0.094
SOUTH WINDSOR	28.50		5.00%	\$87,210	\$17,491	\$69,719	\$ 2,100,000.00	0.033
SUFFIELD	43.10		7.56%	\$131,886	\$26,451	\$105,435	\$ 1,088,481.00	0.097
TOLLAND	40.40		7.08%	\$123,624	\$24,794	\$98,830	\$ 950,000.00	0.104
VERNON	18.60		3.26%	\$56,916	\$11,415	\$45,501	\$ 1,490,000.00	0.031
WETHERSFIELD	13.00		2.28%	\$39,780	\$7,978	\$31,802	\$1,900,000.00	0.017
TOTAL	570.30		100.00%	\$1,705,338	\$342,022	\$1,363,316		

Base Estimate	\$305,000
10% Contingency	\$30,500.0
3% Administrative	\$9,150.00
Staff Time QA/QC, Distribution	\$5,350
Total	\$350,000

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9560**

Regional Law Enforcement Data Sharing

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 13, 2007 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "Regional Law Enforcement Data Sharing"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No. 9560 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS #54 SLP,
Hartford, CT 06108-1379, Att: RPI Program

Regional Law Enforcement Data Sharing

Regional Planning Organization(RPO)(s):

Name	Capitol Region Council of Governments
Address	241 Main Street
City/State/Zip	Hartford, CT 06106

RPO Contact Person(s):

Name	Lyle D. Wray
Title	Executive Director
Telephone	(860) 522-2217
Fax	(860) 724-1274
E-mail	lwray@crcog.org

Amount of Regional Performance Incentive Funding Requested: \$ 1,442,247.00

Short Descriptive Title of Project: Regional Law Enforcement Data Sharing

REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :

(1) Proposed Shared Service(s): Describe at least one service currently provided by a municipality or municipalities within the region, but not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):

Law enforcement records management systems are typically operated by each municipality which has a local police agency. These systems, which range in price from \$25,000 to as much as \$400,000, are operated by every police agency in Connecticut. While they vary in depth of functionality, most have basic functions involving production of management reports (UCR or NIBRS) and have a series of inquiry features such as name, event type, and location. Only in the rarest of circumstances do these systems share information with other similar systems. Indeed, data sharing is a virtual impossibility for most police agencies in Connecticut. This data sharing extends to the criminal justice system as well.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

This proposal offers a new approach to law enforcement records management systems. In lieu of individual, locally served systems a browser based application suite would be made available to each participating municipal police agency that would provide equivalent or better services than previously enjoyed by local client server systems without the need for local hardware and software. The application, entitled CT:CHIEF, has been developed in conjunction with federal and state funds for the cities of Hartford, New Britain, and Bridgeport. As part of its procurement, the CRCOG developed contract language that would allow additional communities to join the regional system at very modest cost.

The system will be hosted by the city of Hartford Police Department as part of the CRCOG public safety suite. The City of Hartford Police Department operates a regional public safety server suite for CAPTAIN mobile data communications for fire and police services, a ROBIR (Regional Offender Biography and Image Repository) application for mug shots of offenders and suspects in the Capitol Region, and a public safety AVL (Automated Vehicle Location) system for homeland security purposes. These applications and services are maintained through a managed public process by the Capitol Region Council of Governments. CRCOG intends to develop redundant server sites to reduce service interruption risk and provide for disaster recovery. Under the proposal offered, the system would double in size in the first year. Since the application is designed to run in a virtualization environment, expansion is incremental rather than a replacement of existing server equipment. Users should notice no degradation of service as more communities migrate to the system.

The proposal offered by this Law Enforcement Information Sharing initiative is significant in that it is not a piecemeal approach. Every community in the Capitol Region has agreed to fully support the project. Those communities can participate in one of two ways. First, each can migrate to the browser based system and save substantial funds over a modest time frame. Second, for those that have recently invested in a new local records management system, an interface to the regional system will be developed so that they can participate without abandoning their current investment. In taking this approach the typical hurdle of dealing with asynchronous municipal procurement schedules is largely settled.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

Centralizing information technology has a natural economy of scale. Local police departments will each have at least one less server, one less application, and one less operating system to maintain. Moreover, their user training burden can be more easily shared because more trainers can be garnered from regional sources. While local departments may require slightly larger bandwidth capacity to accommodate the new service; the reality of current information technology is that the requirement for higher bandwidth is already present. For each shared application, the burden of the local community is reduced by a maintenance percentage of at least 50%. We base this percentage on the known amounts for maintenance as expressed by a sampling of member towns. In our estimates, we have not included estimated costs for network maintenance and for the efforts of local information technology staff. Our understanding is that those costs are frequent and that local staff are often overwhelmed with service requests. Our reason for excluding them is that they could not be fully quantified on short notice as communities do not always maintain their accounts on the basis of a specific technology application.

CT:CHIBF was designed as a virtual police records management system not as a standalone system. It is built on a service oriented architecture and has open interfaces and design constructs. It was natively designed for multiple department access. While each participating community can operate as if they had a standalone RMS system, the system is unified and accessible under policy control. Savings from this proposal occurs from the avoidance of local capital outlays as well as a 50% savings on annual maintenance. In addition, the state itself will have considerable offsets in that data entry clerks will not be required to enter incident information in the courthouses or as a part of other silo oriented criminal justice information functions.

The issue of mill rate reductions for each community is a complex task with thirty three participating towns entering the system at different times. The local budget impact of the project is relatively small in each community. Whether this actually translates to a mill rate reduction in any way is a function of the local legislative body and the priorities for the town budget. What is predictable is that the collective cost avoidance to the participating communities exceeds 3.75 million dollars over a five year period. For some communities who may have been seeking to acquire a new local records management system, the replacement cost avoidance could be as much as \$200,000 in the first year. For other communities, the cost avoidance may be lower and later but it is nonetheless, just as certain.

Town	Savings	Potential Mill Rate Reduction
Avon	105,000	0.0471
Berlin	105,000	0.0625
Bloomfield	127,500	0.0750
Bridgeport	150,000	0.0404
Bristol	300,000	0.1381
Canton	55,000	0.0618
Coventry	55,000	0.0972
Cromwell	82,500	0.1167

East Hampton	55,000	0.1070
East Hartford	300,000	0.1154
East Windsor	82,500	0.1586
Enfield	212,500	0.1463
Farmington	127,500	0.0469
Glastonbury	135,000	0.0450
Granby	55,000	0.0679
Hartford	150,000	0.0394
Manchester	300,000	0.0895
Middletown	212,500	0.1143
New Britain	100,000	0.0348
Newington	127,500	0.0510
Plainville	105,000	0.0747
Plymouth	55,000	0.0700
Portland	37,500	0.0463
Rocky Hill	105,000	0.0665
Simsbury	105,000	0.0525
South Windsor	127,500	0.0607
Southington	135,000	0.0344
Suffield	55,000	0.0505
Vernon	135,000	0.1484
West Hartford	275,000	0.0630
Wethersfield	130,000	0.0684
Windsor	135,000	0.0563
Windsor Locks	82,500	0.1007

(4) Provide a cost benefit analysis for the provision of such regional service by each participating municipality and by the RPO (attach additional pages as necessary):

The cost benefit analysis for this project is straightforward:

- 1.) Each participating community can share law enforcement data on an incident record basis with every other law enforcement agency.
- 2.) Each participating community will avoid the cost of acquiring a replacement records management system and the associated hardware and operating environment.
- 3.) Each participating community can be assured that their police department has a records management system as good as their neighboring community.
- 4.) Each participating community that moves to the browser based system should save at least half of the support and maintenance costs associated with a local law enforcement records management system.
- 5.) With the concurrence of the State of Connecticut, the regional law enforcement data sharing service can serve as the basis for the initiation of criminal justice incident record entry without additional steps or expense by local police.
- 6.) System enhancements will be controlled by a committee of police representatives therefore assuring that user considerations are considered, accepted, and implemented on a timely and expected basis.
- 7.) User training in participating communities can be standardized and shared without additional expense.

The table of costs savings and avoidance collectively exceeds four million dollars over a five year period. It is illustrated in a table that is responsive to grant proposal question number six (6).

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

This law enforcement information sharing initiative can be implemented almost immediately. The application is in final development in the three initiating communities of Hartford, New Britain, and Bridgeport. While an extensive testing process will take that development effort through the Spring of 2008, the application will then be ready to take on additional communities. To do so, is already built into the application. Second, for those users who seek to interface their incident records to the regional repository, an enabling XML schema will need to be developed. This has been done in other jurisdictions across the country and can be modified and implemented by contract extension. That XML schema will be require the consideration and approval of the Division of Criminal Justice and the Judicial Department's Information Systems Division. In offering this proposal, we respectfully suggest that this XML schema match not only the requirements of a law enforcement records management system but also the needs of the criminal justice system for incident report data. At least part of this can build upon previous work done by the Office of Policy and Management Criminal Justice Policy Division.

The records management and information sharing service would be continued in the same way that the CRCOG's mobile data system is supported. Each community would be assessed an annual user fee based on its level of usage and participation. Currently, users are charged \$350 per police car in addition to the wireless service charges. This covers all maintenance and server suite replacement costs. While this is not the ideal means of supporting these criminal justice applications, it is the only one available to local law enforcement and has enjoyed widespread acceptance. This data sharing and records management system will not be a static one. It will require changes and the changes will require support and user training. All of these improvements would be done once rather than thirty three times over in the participating towns. Moreover, this service has the opportunity to save the state money as it could channel its criminal justice initiatives in this direction and therefore limit the number of customized interfaces it would require. Those initiatives could be implemented faster and more effectively in the web based environment than in the traditional client server approaches operating today.

Timetable:

System procurement and contract: Completed

Data sharing agreement drafted: Completed awaiting signatures

Application roll out to initial three communities: May 2008

XML Interface Definition Completed: July 2008

XML Interface Implemented: September 2008

Revised Incident Report Writing Application: November 2008

(6) List the municipalities participating in the proposed shared service and estimate the savings to be realized by each municipality participating in the regionalized service.

Town	Number of Officers	Estimated Existing Maintenance Costs	Estimated New Standalone System Replacement Cost	5 Year Maintenance Savings	Total Cost Avoidance
Avon	31	12,000	75,000	30,000	105,000
Bloomfield	45	15,000	90,000	37,500	127,500
Canton	15	6,000	40,000	15,000	55,000
East Hartford	129	40,000	200,000	100,000	300,000
East Windsor	24	9,000	60,000	22,500	82,500
Enfield	92	25,000	150,000	62,500	212,500
Farmington	42	15,000	90,000	37,500	127,500
Glastonbury	55	18,000	90,000	45,000	135,000
Granby	14	6,000	40,000	15,000	55,000
Hartford	411	60,000		150,000	150,000
Manchester	114	40,000	200,000	100,000	300,000
Newington	42	15,000	90,000	37,500	127,500
Rocky Hill	35	12,000	75,000	30,000	105,000
Simsbury	33	12,000	75,000	30,000	105,000
South Windsor	43	15,000	90,000	37,500	127,500
Suffield	17	6,000	40,000	15,000	55,000
Vernon	51	18,000	90,000	45,000	135,000
West Hartford	123	30,000	200,000	75,000	275,000
Wethersfield	46	16,000	90,000	40,000	130,000
Windsor	54	18,000	90,000	45,000	135,000

Windsor Locks	24	9,000	60,000	22,500	82,500
Bridgeport	430	60,000		150,000	150,000
Berlin	38	12,000	75,000	30,000	105,000
Southington	59	18,000	90,000	45,000	135,000
Middletown	95	25,000	150,000	62,500	212,500
New Britain	164	40,000		100,000	100,000
Portland	10	5,000	25,000	12,500	37,500
Plainville	33	12,000	75,000	30,000	105,000
Bristol	119	40,000	200,000	100,000	300,000
Cromwell	24	9,000	60,000	22,500	82,500
East Hampton	14	6,000	40,000	15,000	55,000
Coventry	13	6,000	40,000	15,000	55,000
Plymouth	18	6,000	40,000	15,000	55,000
	2,457	636,000	2,730,000	1,590,000	4,320,000
Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 72%					
(7) Attach hereto the following documents from participating municipalities:					
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.					
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration.					
(8) Attach the following material:					
1. A site location map (if applicable)					
2. Proposed Project Schedule (Outline the Proposed Project timeline)					
3. Project cost estimates supporting the request for funding					
4. List of necessary local/state/federal permits and approvals required for the project.					
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec. 3, 2007.					
If YES, please attach copies of cover letters.					

(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chairman, CRCOG; First Selectman, Town of East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

Proposed Budget

Additional CT Chief Licenses	\$900,240
Managed Mobile Incident Writing Application	\$250,000
Enhancements to Server and Backup System	\$100,000
Integration with Criminal Justice XML	\$150,000
CRCOG Grant Administration (3%)	\$42,007
TOTAL:	\$1,442,247.00

**ENFIELD TOWN COUNCIL
RESOLUTION NO. 9561**

Regional Police Training Facility

WHEREAS, Public Act 07-239 passed by the Connecticut General Assembly provides statewide \$8.6 million in incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, on November 13, 2007 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of Enfield has expressed an interest in taking part in the project proposal entitled "Regional Police Training Facility"; and

NOW, THEREFORE BE IT RESOLVED, that the Enfield Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Matthew W. Coppler, Town Manager in accordance with the applicable Connecticut Statutes and Regulations, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program".

CERTIFICATION:

I, Suzanne F. Olechnicki, the duly appointed and Acting Clerk of the Enfield Town Council,

DO HEREBY CERTIFY the Town Council of the Town of Enfield met on December 17, 2007 and adopted Resolution No.9561 by the vote of 10 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Section 8 of Public Act 07-239 (An Act Concerning Responsible Growth). Such proposal is attached to and made a part of this record.

Attested to by:

Name: _____

Title: Town Clerk

Date: December 19, 2007



Regional Performance Incentive Program

Pursuant to Public Act 07-239, Section 8

Proposal for Joint Provision of Service(s) to be filed with the Secretary of the Office of Policy and Management no later than December 1, 2007.

Submit to: Office of Policy and Management, 450 Capitol Ave. MS 1154 SLP,
Hartford, CT 06108-1379, Aft: RPI Program

Regional Police Training Facility

Regional Planning Organization(RPO)(s):	
Name	Capitol Region Council of Governments
Address	241 Main Street
City/State	Hartford, CT 06106
RPO Contact Person(s):	
Name	Lyle D. Wray
Title	Executive Director
Telephone	860-522-2217
Fax	860-724-1274
E-mail	lwray@crcog.org
Amount of Regional Performance Incentive Funding Requested: \$ 1,081,500.00	
Short Descriptive Title of Project: Regional Police Training Facility	
REQUIRED PROPOSAL ELEMENTS Items (1) through (10) :	
(1) Proposed Shared Service(s): Describe a municipality or municipalities within the regional basis, for which this proposal is necessary):	at least one service currently provided by region, but not currently provided on a being submitted (attach additional pages as necessary):
Police departments must continually train their keep police officers abreast of contemporary trends their practical skills, and help to mitigate civil training provides for a greater diversity among the opportunity to receive the desired training training is "scattered" depending upon which municipality event. Such training is dependent upon the generosity priority becomes "where can we have the training" training". This "catch-as-catch-can" method is inefficient training.	personnel in all aspects of law enforcement to in policing, alerted to changes in law, refine liability borne by the municipalities, Regional the agencies served, which allows more officers at the most reasonable cost. Currently, regional may have the resources to host such an of several municipalities and often the rather than "how can we best supply the and detracts from the goals of in service
This proposal seeks to create a regional • training centralized location where police training can	facility, thereby giving municipalities a be conducted. Municipalities would not be

burdened with requests for space for training, as such would be conducted on its own campus, and shared by all agencies in the region.

(2) Describe how such service will be delivered on a regional basis, the entity that would be responsible for the service and how the population would continue to be served (attach additional pages as necessary):

By establishing a regional police training campus, all police agencies in the region would have access to the same type of training in a centralized "off site" facility. The proposal is for a prefabricated building which will serve a variety of purposes: classroom and practical training rooms, an outdoor K-9 training course, outdoor SWAT training area and a firearms shooting range. Training costs would be lowered by the sharing of the facility, and would allow for greater flexibility in joint training among the regional agencies.

Rocky Hill has a 15 acre town owned parcel available for this proposed facility, and as such would provide stewardship for its operation. Rocky Hill would work with other agencies and organizations with regard to scheduling, and meeting the needs of the region. •

Such a facility would be cost prohibitive to any one, or small collection of agencies to complete on their own. Regionalization serves the need of the law enforcement organizations and the respective population of their own municipalities. The Capitol Region Chiefs of Police Association currently has a Training Committee which would provide guidance to this project.

(3) Describe the amount and manner in which the service will achieve economies of scale, and the amount and manner in which each municipality will reduce its mill rate as a result of the savings realized by regionalizing the service (attach additional pages as necessary):

The estimated cost of this proposed facility is \$1,050,000.00. This includes one 150' X 150' prefabricated functional Butler Building for a total cost of \$400,000.00. Contained therein will be an indoor shooting range. Costs for an OSHA approved shooting range average \$30,000.00 per shooting lane. A request of \$330,000.00 is made to establish and equip an 8 -10 lane firearms range. Additional cost of \$270,000.00 would be to equip the facility with necessities such as (but not limited to) furniture, projectors, boards, and storage and for site preparation work including water, electricity, access, parking and grading work.

Outside the facility, area is sufficient to construct outdoor tactical and police K-9 training courses as well, which will expand the facilities ability to include these types of curricula. These courses are estimated to cost \$50,000 each.

Again; a project of this scope is prohibitive in nature for anything less than a regional approach. Municipalities receiving this shared award reap the benefit without having to expend funds from respective town coffers. If we estimate the population of the CRCOO area to be 900,000 to 1,000,000 residents, the population served by this proposed resource would be approximately 652,000 to 724,000 residents.

As stated previously, many police departments are dependent upon the largess of a few to provide space for training. It is not unreasonable to foresee that in the reasonable future, these few departments will begin to feel constrictions within their own communities which will require the

reallocation of this space for other law enforcement or community needs. When such comes to fruition, law enforcement agencies will be compelled to lease space at market rates for which to provide training. At today's rates, a commercial building rental similar to this proposal would cost an estimated \$18.00 per square foot (times 22,500 square feet) or \$405,000.00 per year, or a rental cost of \$18,285.00 per listed municipality per annum. This assumes a building refitted and furnished to the requested specification(s). This cost would not include maintenance, and utilities which would drive costs even higher.

Should a firearms range be unfeasible in such a commercial structure, estimated rental fees of approximately \$500.00 per day (as quoted by Blue Trails Shooting range in Wallingford, Ct.) would have to be paid to a private facility. Usual firearms training takes five days to insure all officers are trained, which translates into \$2,500.00. Also, training would be needed bi annually, which would bring MINIMAL firearms training costs to \$5,000.00 per year, per agency (\$500.00 times five days, and that product times two) for firearms range rental fees. This totals \$410,000 per town per year to fulfill the same needs as the proposed project which will cost each town \$50,000.

This is a very real scenario which would prove to be crippling to the training budgets of local departments, and is not a cost effective way to do business. Stewardship of the rental property would likewise become an issue with twenty one municipalities being party to a rental agreement.

Below is an outline of cost savings per town:

Regional Cost (\$410,000 x 21)	\$ 8,610,000.00
Cost as a Region	\$ 1,050,000.00
Total Savings Through Regional Approach	\$ 7,560,000.00
Savings Per Town	\$ 360,000.00-

This translates into a potential mill rate savings as follows:

Town	Potential Savings	Potential Mill Rate Reduction
Avon	\$360,000	0.1617
Bloomfield	\$360,000	0.2118
Canton	\$360,000	0.4045
East Hartford	\$360,000	0.1385
East Windsor	\$360,000	0.4604
Enfield	\$360,000	0.2616
Farmington	\$360,000	0.1324
Glastonbury	\$360,000	0.1200
Granby	\$360,000	0.4448
Hartford	\$360,000	0.0945
Manchester	\$360,000	0.1073
Newington	\$360,000	0.1440
Rocky Hill	\$360,000	0.2278
Simsbury	\$360,000	0.1800
South Windsor	\$360,000	0.1714
Suffield	\$360,000	0.3307
Vernon	\$360,000	0.2416
West Hartford	\$360,000	0.0824
Wethersfield	\$360,000	0.1895
Windsor	\$360,000	0.1500
Windsor Locks	\$360,000	0.3184

(4) Provide a cost benefit analysis for the provision of such regional service la each participating municipality and by the RPO (attach additional pages as necessary):

The use of a regional training facility to address the training needs in our region is cost effective to all involved agencies and municipalities. No law enforcement agency or municipality could address such an undertaking individually. The sharing of expenses and the freedom from site restriction opens doors previously unavailable to regional training. Every agency and every municipality will benefit from using joint resources instead of relying on their own already taxed budgets. The region itself will also benefit, as better trained law enforcement officers can provide better and higher quality services to the people they serve. In short, the region as a whole will be stronger than its individual parts with regard to training.

Additional and projected uses of this facility are also feasible. For example, in a local, regional or national crisis, the facility could be used for a centralized location for the quartering and storage of personnel, supplies and equipment as needed. Again, such serves the region without an undue burden on any particular municipality.

The RPO has worked with the regional Chief's Association on many projects and Homeland Security issues and grants over the years. This has been a very positive relationship that has resulted in a number of very successful projects.

(5) Set out a plan of implementation for such regional service, include an approximate date for the beginning of the regional service and how the service will continue to be funded once service is established and grant funds are expended (attach additional pages as necessary):

- January 1 — January 31, 2008
A meeting of the Capital Region Chiefs of Police to determine the final number of participants.
- January 1— April 1, 2008
Initiation and completion of design and engineering work.
- **April — July 1, 2008**
Bidding process initiated and completed.
- July 1— **January 1, 2009**
Permit acquisition and construction.
- Ongoing
Formal reporting to the Capital Region Chiefs of Police Association on project activity.

Ongoing maintenance and of the facility (minor repairs, honsekeeping, snow removal, grounds work, etc.) will be the responsibility of the Town of Rocky Hill. Operating costs (utilities, major repairs, etc.) would be shared evenly among the regional municipalities through the Capitol Region Chiefs Association.

(&) List the municipalities participating in the proposed shared service and estimate the <u>savings</u> to be realized by <u>each municipality</u> participating in the regionalized service.	
Municipality	Savings
Avon	\$360,000
Bloomfield	\$360,000
Canton	\$360,000
East Hartford	\$360,000
East Windsor	\$360,000
Enfield	\$360,000
Farmington	\$360,000
Glastonbury	\$360,000
Granby	\$360,000
Hartford	\$360,000
Manchester	\$360,000
Newington	\$360,000
Rocky Hill	\$360,000
Simsbury	\$360,000
South Windsor	\$360,000
Suffield	\$360,000
Vernon	\$360,000
West Hartford	\$360,000
Wethersfield	\$360,000
Windsor	\$360,000
Windsor Locks	\$360,000
Per cent of municipalities, in the RPO, participating in the proposed regional service(s): 72%	
(7) Attach hereto the following documents from participating municipalities:	
(A) A resolution by the legislative body of each municipality affected by the proposal endorsing such proposal.	
(B) Certification by each municipality that there are no legal obstacles to provision of services in the manner described in the proposal including, but not limited to binding arbitration,	
(B) Attach the following material:	
1. A site location map (if applicable) See attachment	
2. Proposed Project Schedule (Outline the Proposed Project timeline)	
3. Project cost estimates supporting the request for funding. See Attachments	
4. List of necessary local/state/federal permits and approvals required for the project. Building, Numbing, Electrical, Sprinklers, HVAC, Site Plan Approval	
(9) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **To be mailed the week of Dec, 3, 2007,	
If YES, please attach copies of cover letters.	

(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name: David Kilbon
Title: Chairman, CRCOG; First Selectman, Town of East Granby
Date:
(Please use following certification if more than one RPO is participating.)
(10) Certification by the Chairman of the Regional Planning Organization(s):
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature:
Name:
Title:
Date:

Attachments:

A site location map (if applicable) The land is a parcel owned by the Town of Rocky Hill that covers 15 acres and is located in the northeastern section of town located off of Old Forge Road. The land is located in an Industrial Zone that borders the Cromwell town line. It is approximately 2.5 miles from I-91.

Proposed Project Schedule (Outline the Proposed Project timeline)

Please see section 5 above.

Project cost estimates supporting the request for funding

We are proposing to receive funding to:

- Purchase building approximately 150' x 150'
 - 10,000 square feet for the range
 - 2,500 square feet for the classroom
 - 1,000 square feet for bathrooms
 - 9,000 square feet for storage, HVAC systems, electrical room and lobby.
- Create an eight to ten lane indoor shooting range
- Create SWAT and K-9 training courses
- Purchase various equipment for the center
- Prepare the Rocky Hill site

Costs of Project:

Equipment Costs: \$1,050,000

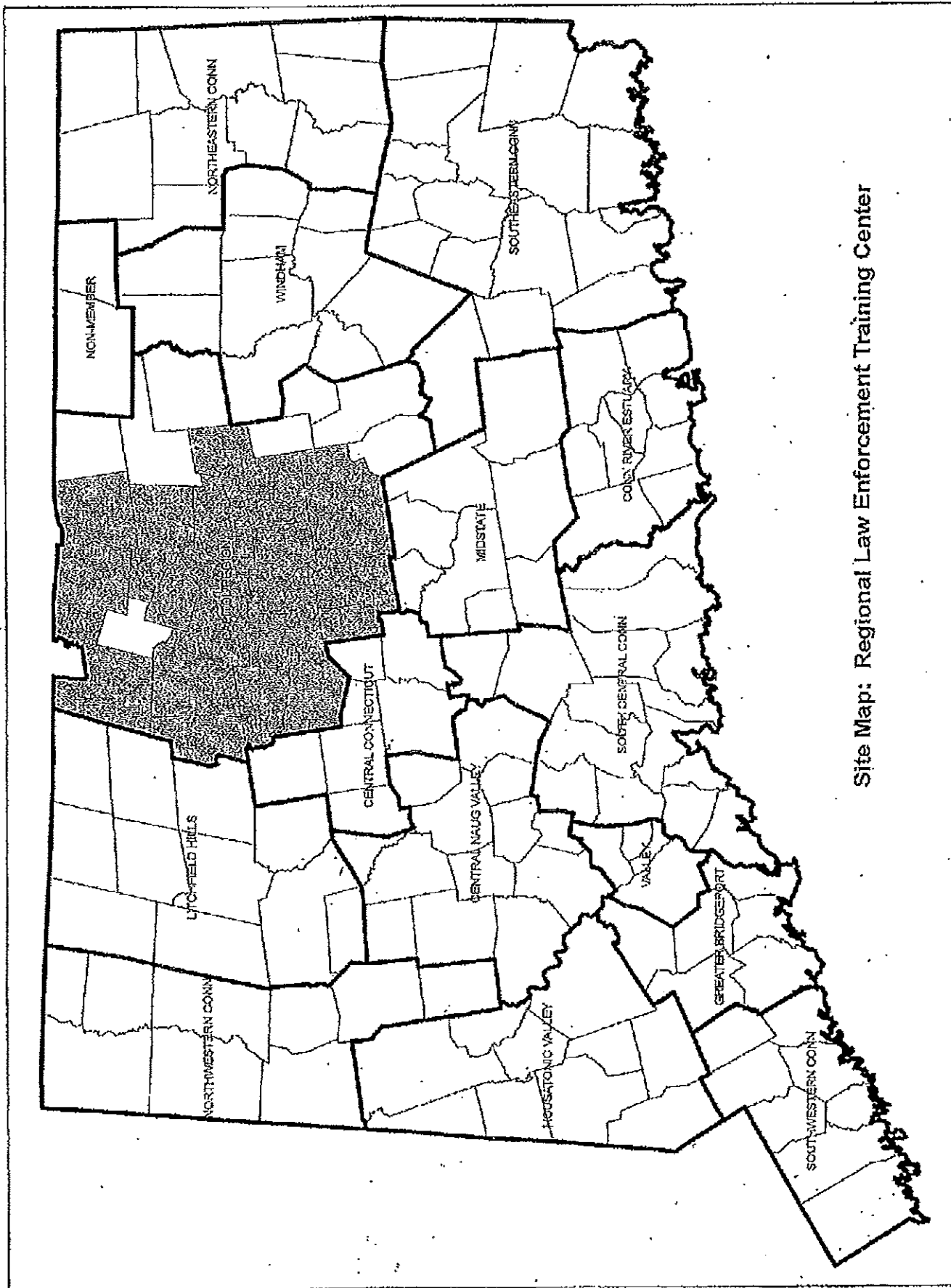
- One Prefabricated Butler Building- total \$400,000
- Construction of 8-10 lane shooting range total \$330,000
- 1 K-9 Training Course @ \$50,000
- 1 SWAT Training Course @ \$50,000
- Miscellaneous costs of \$270,000 for equipment and site preparation work

CRCOG Grant Administration Costs (3%): \$31,500

Total Costs of Project: \$1,081,500

List of necessary local/state/federal permits and approvals required for the project.

N/A



Site Map: Regional Law Enforcement Training Center

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
THURSDAY, JANUARY 3, 2008**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Thompsonville Village Center Meeting Room, 100 High Street, Enfield, Connecticut on Thursday, January 3, 2008. The meeting was called to order at 6:50 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Councilman Crowley arrived at 6:55 p.m. Also present Town Manager Matthew Coppler, Town Clerk Suzanne Olechnicki

MOTION #9566 by Councilman Mangini, seconded by Councilman Lee to go into Executive Session to discuss Personnel Matters, Pending Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9566** adopted 10-0-0, and the meeting stood recessed at 6:51 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:52 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Councilman Crowley arrived at 6:55 p.m. Also present Town Manager Matthew Coppler, Town Clerk Suzanne Olechnicki.


Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 8:18 p.m. He reconvened the Special Meeting at 8:19 p.m. and stated that during Executive Session, Personnel Matters, Pending Litigations and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #9567 by Councilman Jones, seconded by Councilman Crowley to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9567** adopted 11-0-0, and the meeting stood adjourned at 8:20 p.m.


Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

new business

Tucker, Mariann

From: Scott Kaupin [scottkaupin@cox.net]
Sent: Tuesday, January 01, 2008 11:07 AM
To: Red Edgar; Pat Crowley; Nelson, Ken (Fwd); Joe Bosco; Jason Jones - Work; Jason Jones; David Kiner; Clem Dumont; Cynthia Mangini fwd; William Ragno FWD; Bill Lee - Work; Bill Lee; Scott Kaupin - Work
Cc: Coppler, Matthew; Vindigni, Dan; Tucker, Mariann
Subject: Veterans Council - Representatives to Patriot Award Committee

Red Edgar passed along to me the names of the two representatives from the Veterans Council that will serve on the Patriot Award Committee. Since these are appointments by the Veterans Council, which need to be confirmed by the Town Council, no formal application needs to be filled out. Please use this e-mail as your back up for the agenda.

The appointments are:

Jim Raynor
8 Ann Street
745-3611

Richard Archambault
71 Raffia Road
749-3037

Thanks.

Scott Kaupin
9 Allen Street
Enfield, CT 06082
(860) 749-1820
scottkaupin@cox.net

items for discussion

POLICY AND PROCEDURE
FOR
ENFIELD TOWN COUNCIL
MEETINGS

January 7, 2008

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1. Regular Meetings:

The Council shall meet in the regular session on the first and third Mondays of each month, excepting the month of November, at 7:00 p.m. (7:30 p.m.) at the Town Hall Council Chambers, or at any other place as the Council may designate at its preceding meeting. In the month of November the Council shall meet on the Monday immediately following Election Day and the third Monday of the month. When Monday is a holiday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The day, time, and place of the meeting may be changed by a majority vote.

2. Order of Business - Regular Meetings:

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by majority vote, (Town Charter, Chapter III, Section 4, Page 4) shall suspend the rules and change the order. Executive Session shall be scheduled or added to the agenda as needed.

1. Prayer*
2. Pledge of Allegiance
3. Roll Call*
4. Fire Evacuation Announcement
5. Minutes of Preceding Meetings
6. Public Communications & Petitions
7. Councilmen Communications & Petitions
8. Town Manager Report & Communications
9. Town Attorney Report & Communications
10. Report of Special Committees of the Council
11. Old Business
12. New Business
- 12a. Consent Agenda - Action (See Section 3. Agenda, Paragraph 2)
13. Items for Discussion
- 13a. Consent Agenda - Review (See Section 3. Agenda, Paragraph 2)
14. Miscellaneous
15. Public Communications**
16. Councilmen Communications
17. Adjournment

*(a) The Order of Roll Call, and voting on all voice votes, for all Regular Meetings shall begin with a different Council member at every meeting. The order shall be alphabetical, and if a Council member is absent, the order for that meeting will begin with the next person in alphabetical order. The Council member whose name begins the roll call for a Regular Meeting will also be the Council member who says the prayer, and voting order shall not apply to special Meetings of the Town Council.

** (b) Applies only [(to the first meeting of the month)] if prior to 11:00 p.m.

3. Agenda:

All reports, communications, ordinances, or other matters to be submitted to the Council shall, at least six days prior to each Council meeting, be delivered to the Town Manager, whereupon the Town Manager shall arrange a list of such matters according to the order of business, and furnish each member of the Council with a copy of the same at least three days prior to the Council Meeting. Simultaneously, a copy of the agenda will be posted on the first floor bulletin board of the Town Hall.

A Consent Agenda will be added to all Regular Meetings, which will be a separate listing of items for passage that are routine in nature and have already been discussed by the council majority and minority leaders and require no further discussion or debate. These items will be on a separate list at Items for Discussion, Item 13a. - Consent Agenda - Review. The Consent Agenda at Items for Discussion will move to New Business, Item 12a. Consent Agenda - Action at the next Regular Meeting for adoption. Any member of the Town Council may cause any item listed under the Consent Agenda at either the Items for Discussion or New Business sections to be removed and considered as other new business by request.

Council will permit town staff, with the consent of the Town Manager, to deliver reports and provide information regarding items on the meeting agenda during the Town Manager Report and Communications section of the agenda.

4. **Special Meetings:**

Special Meetings may be called by the Mayor, the Town Manager, or requested by any two (2) members of the Council if, in the opinion of those members of the Council, the subject matter demands immediate attention and cannot be deferred to the next regular meeting. The notice shall be served personally upon each member of the Council, Town Clerk, and Town Attorney, or left at their respective places of residence at least twenty-four hours before a Special Meeting. At a Special Meeting, only matters included in the notice may be voted upon and enacted by the Council. The business of all Special Meetings shall be transacted in the following order unless the Council, by a majority vote (Town Charter, Chapter III, Section 4, Page 4) shall suspend the rules and change the order:

1. Roll Call
2. Agenda Items
3. Executive Session
4. Adjournment

The Town Council will hold quarterly public informational meetings, with the location alternating between the four Council Districts each quarter.

5. **Executive Sessions:**

An Executive Session is a meeting of the Council at which the public is excluded for one or more of the following purposes: (1) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a town officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims and litigation; (3) matters concerning security, strategy or the deployment of security personnel, or devices effecting public security; (4) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Town Council when publicity regarding such matters would cause a likelihood of increased price until such time as all the property has been acquired and all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (e) of Section 1-18a of the Connecticut General Statutes.

The Council may hold an Executive Session upon the following schedule:

<u>PRESENT</u>	<u>VOTES REQUIRED</u>
11	8
10	7
9	6
8	6
7	6
6	6

At an Executive Session, attendance shall be limited to members of the Council and persons invited by the Council to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such Executive Session shall disclose all persons who are in attendance and the matters considered.

COUNCIL PROCEDURE

6. Privilege of the Floor:

- (a) Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council on business and affairs of the Town (Town Charter, Chapter IV, Section 3, Page 8) and the Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any questions of legal procedure.
- (b) Except at a Public Hearing, or as otherwise provided in these rules, no person other than a member of the Council shall address the Council except by the majority vote of the Council.
- (c) Public Communications and Petitions shall be limited to one (1) hour unless extended by a majority vote of the Council.

7. Motions:

- (a) When a motion is under debate, no further motion shall be received except (1) to adjourn; (2) to recess; (3) to table; (4) for the previous question; (5) to limit or extend debate; (6) to postpone to time certain; (7) to refer to committee; (8) to amend; (9) to postpone indefinitely; which motions shall have precedence in the order indicated.
- (b) A two-thirds vote shall mean two-thirds of the total membership of the Council.
- (c) The Chairman shall have the right to make a motion, may declare any motion duly seconded, except motions made by the chair, and may speak from the chair upon any debatable pending question.

8. Robert's Rules of Order:

Robert's Rules of Order shall be the authority in all matters of parliamentary procedure not otherwise specified in these rules.

9. Committees:

- (a) Standing Committee: The only Standing Committee of the Council shall be the Committee of the Whole. The Mayor shall be the Presiding Officer of the Committee of the Whole, and the rules of proceedings in the Council shall be observed in the Committee of the Whole as far as the same may be applicable.
- (a) Committee of the Whole Meetings: When the Council shall meet as the Committee of the Whole, it shall not be required to meet immediately during the session of the Council, but may defer its meeting and fix such time and place as the Committee may determine, and may adjourn its meeting from time to time, and may make its report at any subsequent session of the Council.
- (a) Special Committees for a particular purpose may be appointed by the Presiding Officer subject to confirmation of the Council.

OFFICERS AND EMPLOYEES

10. Presiding Officer:

- (a) The Chairman shall be designated as Mayor and shall represent the Town as titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings, and upon such occasions as his/her presence in such capacity may be required. (Town Charter, Chapter III, Section 2, Page 4) The Mayor or the Deputy Mayor shall take the chair at the hour appointed for the Council to meet, and the roll shall then be called by the Mayor or Deputy Mayor or Clerk, who shall enter in the minutes of the meeting the names of the members present.
- (b) Deputy Mayor: The Council shall choose one of its members as Deputy Mayor, who shall serve as Mayor during the absence or disability of the Mayor and in case of vacancy in the office of the Mayor, pending the selection of a successor.
- (c) Acting Chairman: In case of the absence of the Mayor or Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of the Council, a Chairman of the meeting to act until the Mayor or Deputy Mayor appears.

11. Council Privileges:

The presiding officer may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Councilman by reason of his/her acting as the presiding officer. (Town Charter, Chapter III, Section 2, Page 4)

12. Decorum and Order:

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

- (a) During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Presiding Officer or the rules of the Council. Every Councilman desiring to speak shall address the Chair and, upon recognition by the Presiding Officer, shall be confined to the question under debate and shall avoid all personalities and improper language. Every Councilman desiring to question the administrative staff shall address the question to the Manager, through the Chair, who shall be entitled either to answer the inquiries himself/herself or to designate some member of the staff for that purpose. A Councilman once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the speaker yields to questions from another member.
- (b) All members of the Council shall accord the utmost courtesy to each member, to the Town employees, and to the public members appearing before the Council, and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Dress attire for Council members shall be "business casual". The definition of "business casual" is that the member should be neatly dressed and professional in appearance. Examples of non-conformance are casual wear such as jeans, tee shirts, and shorts.

- (c) Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council. While the Presiding Officer shall have the authority to preserve decorum in meetings, as far as staff members and Town employees are concerned, the Town Manager also shall be responsible for the orderly conduct and decorum of all Town Employees under his/her direction and control.
- (d) Public members attending Council meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any public member desiring to address the Council shall be recognized by the Chair, shall state his/her name and address in audible tone for the record, and shall limit his/her remarks to five (5) minutes. ~~[(Any public member desiring to address the Council at the second Public Communication at the first Regular Meeting shall limit his/her remarks to five (5) minutes.)]~~ After each person, who desires, has had one chance to speak, those desiring to speak a second time will be permitted to do so, and shall limit his/her remarks to three (3) minutes. A one (1) hour limit for Public Communications shall be adhered to, but may be extended at the discretion of the Chair. This limit applies to both Public Communications sessions of the agenda. All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employees. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Presiding Officer.

13. **Town Manager:**

The Town Manager shall attend all meetings of the Council, unless excused by the Council. The Town Manager shall perform his/her duties in accordance with the Charter (Town Charter, Chapter IV, Section 3, Page 8). The Town Manager may present recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town. The Town Manager shall have a seat, but no vote, in the meetings of the governing body.

14. **Town Attorney:**

The Town Attorney or his designee shall attend all meetings of the Council, including all executive sessions, unless excused by the Council and/or Mayor. The Town Attorney may make recommendations to the Council and shall take part in discussions on all matters concerning their legality. (Town Charter, Chapter V, Section 1, Page 8).

15. **Town Clerk:**

The Town Clerk shall be clerk of the council and shall keep minutes of the meetings, and perform such other and further duties in the meetings as may be ordered by the Mayor, Council, or Town Manager.

Not later than three (3) days prior to the next regular meeting, the Clerk shall furnish each Councilman, the Town Manager and Town Attorney, with a copy of the minutes of the preceding meeting. (Town Charter, Chapter III, Section 3, Page 4, and Town Charter, Chapter V, Section 6, Page 11.)

16. Appointments by Council or Mayor:

All appointments made by the Council shall be by the affirmative vote of not less than six (6) members of the Council, as specified in the Town Charter. Whenever the Mayor or any member of the Council shall, at any meeting, submit an appointment exclusive of appointments provided for in the Charter, to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

ORDINANCES AND RESOLUTIONS

17. Preparation and Introduction:

The Town Attorney shall, on request of the Town Manager, Council or any member thereof, prepare any ordinance or resolution. All ordinances and resolutions shall be introduced to the Council in printed or written form.

In the absence of the consent of any member of the Council to introduce an ordinance or resolution upon the request of the Town Manager, the Town Clerk shall cause the ordinance to be introduced with the designation "By Request." Any member of the Council may instruct the Town Clerk to endorse said designation "By Request" on any ordinance or resolution which is being introduced to the Council in his name.

18. Review:

- a. Before any ordinance shall be acted upon, it shall be reviewed by and such corrections as may be necessary made therein by the Town Attorney to insure accuracy, clearness, conciseness, and consistency of text and phraseology, as well as its constitutionality and consistency with existing ordinances or statutes, and the copy of the ordinance upon which final action is based shall bear the Town Attorney's endorsement that such review has been made. (Town Charter, Chapter V, Section 1, Page 9.)
- b. Any ordinance, except those containing an emergency clause, relating to the duties, powers and functions of any administrative department or office, or effecting, in any substantial manner, the administration of the Town Government shall, on first reading, be referred by the Presiding Officer to the Town Manager, for his/her report and recommendations, unless such ordinance shall have been previously approved by the Town Manager. Further action of such ordinance shall be deferred until the next meeting of the Council. (Town Charter, Chapter III, Section 6, Page 5.)
- c. A mandatory review period of ten (10) calendar days exists for all labor contracts presented to the Town Council for ratification. The review period begins once the proposed labor contract has been filed with the Town Clerk. At the recommendation of the Town Manager and an affirmative vote of not less than eight (8) members, the Town Council may waive the requirement of a mandatory review period.

19. Written Form:

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in written form.

20. Time:

No ordinances, other than an emergency ordinance, requiring action by the Council shall be considered unless such has been filed with the Town Manager on or before 5:00 p.m. of the seventh day before the meeting at which the matter is to be introduced; provided, however, that this rule shall not prevent any member of the Council from introducing at any meeting a matter of new business which does not call for action by the Council at that meeting.

21. **Copies:**

It shall be the duty of the Town Manager, immediately upon the introduction of any ordinance, to prepare copies of such proposed ordinance, one copy of which shall be retained in the Office of the Town Clerk for public inspection, and one copy posted on the Town Bulletin Board. The Town Manager shall also promptly furnish each member of the Council, the Town Clerk and the Town Attorney with a copy of such ordinances.

22. **Filing:**

The copy of the proposed ordinance retained in the Town Clerk's office shall have endorsed thereon the name or names of the member or committee introducing such document, or have attached thereto the elector's petition as required under the Town Charter, Chapter II, Section 7, Page 6, and at the end thereof, under the caption "Statement of Purpose," shall contain a brief statement of its purpose, which statement shall not be a part of the ordinance. Where such document is introduced by electors' petition, such copy shall be further endorsed by the Town Clerk certifying that the requirements of the Town Charter, Chapter III, Section 7, Page 6, have been satisfied. The Statement of Purpose and such endorsements shall be included on all copies of the document to be prepared by the Town Manager prior to the final action taken on such document. (Town Charter, Chapter III, Sections 6 and 7, Page 5 and Page 6.)

23. **Public Hearing:**

At least one (1) public hearing, prior notice of which shall be given, not more than fifteen (15) days nor less than five (5) days, by publication, in a newspaper having a circulation in said town, and by posting a notice and the full text of the ordinance in public places, including, but not limited to, Town Hall and the Central Library, shall be held by the Council before any ordinance shall be passed. (Town Charter, Chapter III, Section 6, Page 5.)

24. **Passage:**

- (a) Any ordinance which shall have had its public hearing shall be taken up by the Council at its next session, shall be read, and thereupon, shall be open for debate and amendment. On the close of debate, the Presiding Officer shall entertain a motion to place such ordinance on final passage. Any member, at any time when there is no motion before the Council, may move to put the proposed ordinance on final passage. The motion for final passage shall not be debatable and shall take precedence over all other motions except one for adjournment. Upon being seconded, the Presiding Officer shall immediately put the motion to the Council. If such motion is adopted, no further debate or amendment shall be allowed, and the Mayor shall immediately call the roll for its final passage. If such motion is not adopted, the ordinance shall still be open for debate and amendment until such time as a motion for final passage is adopted.
- (b) Every ordinance, after passage, shall be given a serial number and be recorded by the Town Clerk in a book to be kept for that purpose which shall be properly indexed. Within ten (10) days after final passage, all ordinances shall be published once in their entirety in a newspaper having circulation within the Town. Every ordinance, unless it shall specify a later date, shall become effective on the fifteenth (15) day following its final passage. (Town Charter, Chapter III, Section 6, Page 5.)
- (c) Any resolution may be passed at the meeting at which it is introduced.

25. Emergency Ordinance:

An emergency ordinance shall be only for the immediate preservation of the public peace, health and safety, shall contain an explicit statement of the nature of the emergency, and shall be adopted by not less than six (6) affirmative votes in the Council. An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after such publication and no public hearing or notice of public hearing shall be required for any public emergency measure. (Town Charter, Chapter III, Section 6, Page 5.)

26. Amendments:

Any amendment to these rules shall be submitted in writing at any meeting of the Town Council and may be adopted by the affirmative vote of not less than six (6) members at a subsequent meeting of the Council. No amendment may be made to these rules which will conflict with the provisions of the Town Charter.

LIST OF COUNCIL MEETINGS:
ADOPTION AND AMENDMENT OF POLICY AND PROCEDURE

<u>Date of Meeting</u>	<u>Adopted/Amended</u>	<u>Motion(s) /Resolution</u>
September 27, 1965	Adopted	Motion N
October 9, 1967	Amended	Motion 216
March 10, 1969	Amended	Motions 571 & 572
January 12, 1970	Amended	Motions 763,764,765&766
January 12, 1970	Adopted	Motion 768
December 13, 1971	Adopted	Motion 1355
December 10, 1973	Adopted	Motion 1899
December 8, 1975	Adopted	Motion 2575
May 17, 1976	Amended	Motion 2745
November 14, 1977	Adopted	Resolution 3175
November 13, 1979	Adopted	Resolution 3922
November 9, 1981	Adopted	Resolution 4691
February 1, 1982	Amended	Resolution 4832
November 15, 1982	Amended	Resolution 5104
November 14, 1983	Adopted	Resolution 5509
March 19, 1984	Amended	Resolution 5652
April 16, 1984	Amended	Resolution 5692
June 17, 1985	Amended	Resolution 6254
November 12, 1985	Adopted	Resolution 6450
March 17, 1986	Amended	Resolution 6685
November 9, 1987	Adopted	Resolution 7619
November 13, 1989	Adopted	Resolution 8824
February 5, 1990	Amended	Resolution 9094A
November 18, 1991	Adopted	Resolution 0238
November 8, 1993	Adopted	Resolution 1257
November 13, 1995	Adopted	Resolution 2244
November 10, 1997	Adopted	Resolution 3234
August 7, 2000	Amended	Resolution 4776
November 15, 2001	Amended	Resolution 5535
November 15, 2001	Adopted	Resolution 5536
December 1, 2003	Amended	Resolution 6849
September 20, 2004	Amended	Resolution 7396
April 3, 2006	Amended	Resolution 8730
January 7, 2008	Amended	Resolution ####

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

Resolution Adopting the Policy and Procedures

RESOLVED, that the Enfield Town Council does hereby adopt the Policy and Procedure for the Enfield Town Council Meetings, dated January 7, 2008.

Prepared by the Town Manager's Office January 3, 2008.

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

Resolution Appointing a Town Attorney

BE IT RESOLVED, the Enfield Town Council does hereby appoint
_____ as Town Attorney for the Town of Enfield for a term which
expires December 31, 2009.

Prepared by the Town Manager's Office 1/3/08



1/7/08

TOWN OF ENFIELD

12/12/07

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject:

Required capital equipment in support of the Athletic Fields Improvements Project.

Councilors:

Background:

Various equipment is required to support the new renovated athletic fields at Enfield and Fermi High Schools.

Budget Impact:

A determination from Bond Council deemed that project bond monies could not be used for these purchases.

Recommendation:

In agreement with Enfield Public Schools, we recommend a transfer of existing CIP fund balances to a new CIP account in support of these purchase.

Respectfully Submitted,

Colleen Brand	Art Pongratz
Assistant Director of Public Works	Director of Facilities, Enfield Public Schools

Attachments:

1. Resolution.
2. [Other supporting information]

TOWN OF ENFIELD
REQUEST FOR COUNCIL TRANSFER OF FUNDS

TO: Account{s} or Fund		FROM: Account{s} or Fund	
New Account – Fields Equipment 3400-8733	\$ 111,000.00	001-8137 Electric Switch Gear	\$ 91,000.00
		001-8107 School Ext. Masonry	\$ 10,000.00
TOTAL	\$ 111,000.00	TOTAL	\$ 111,000.00

JUSTIFICATION:

Fields Equipment – To provide equipment and accessories in support of the new Athletic Fields. Estimated equipment costs consisting of:

- 1) New 16' rotary mower to maintain the high school fields. \$70,000.00
- 2) Aqua Mate water horse to water down the synthetic field and infields of the ball fields. \$ 4,700.00
- 3) 16 portable player benches in support of the multipurpose fields at the high schools new athletic fields. 2 portable player benches in support of the synthetic foot ball field at Enfield High. \$ 5,000.00
- 4) Utility vehicle to tow the specialized equipment required to maintain the synthetic and natural turf fields. \$26,000.00
- 5) Sweeper. Specialized piece of equipment required to maintain the synthetic turf fields. \$ 5,300.00

		DATE
Requested by: <i>Colleen Brand</i>	Dept/Agency	12-12-07
Reviewed by: <i>[Signature]</i>	INRAIM Director of Finance	12-18-2007
Approved by: <i>[Signature]</i>	Town Manager	01-02-08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:

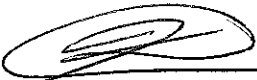
New Account – Fields Equipment 3400-8733	\$ 111,000.00
---	---------------

FROM:

001-8107 School Ext. Masonry	\$ 10,000.00
001-8137 Electric Switch Gear	\$ 91,000.00

CERTIFICATION

I hereby certify the amount of \$ 111,000.00 is available from Account #'s 001-8107 and 8137 as of 12/12/07.



Kim Marcotte, Interim Director of Finance



1/7/08

TOWN OF ENFIELD

12/12/07

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject:

Transfer - Various CIP accounts.

Councilors:

Background:

In reviewing existing CIP accounts with the DPW-CIP committee, there were various accounts that were recommended could be closed and the monies transferred to other accounts in support of repairs and upgrades of facilities and drainage.

Budget Impact:

Currently there appears that there will be no impact to these accounts being recommended.

Recommendation:

The Committee recommends the transfers in support of facilities and drainage repairs and upgrades.

Respectfully Submitted,

Colleen Brand
Assistant Director of Public Works
Town Liaison, DPW-CIP Committee

Attachments:

1. Resolution.
2. [Other supporting information]

TOWN OF ENFIELD
REQUEST FOR COUNCIL TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
3400-8110 Municipal Facilities	\$ 20,000.00	3400-8116 Records Storage	\$ 20,000.00
3400-8110 Municipal Facilities	\$ 2,994.75	3400-8126 Town Hall Exterior	\$ 2,994.75
3200-8307 Various Drainage	\$ 55,057.98	3200-8316 Buckhorn Drainage	\$ 55,057.98
TOTAL	\$ 78,052.73	TOTAL	\$ 78,052.73

JUSTIFICATION:

- 1) Transfer is in support of various facilities repairs and CIP projects.
- 2) Transfer is in support of various facilities repairs and CIP projects.
- 3) Transfer is in support of various drainage repairs and CIP projects.

3200-8

3400

2)

3)

3200-8

		DATE
Requested by: <i>Colleen Brand</i>	Dept/Agency	12-12-07
Reviewed by: <i>[Signature]</i>	INTM Director of Finance	12-18-2007
Approved by: <i>[Signature]</i>	Town Manager	01-02-08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:

3400-Municipal Facilities	\$ 20,000.00
3400-Municipal Facilities	\$ 2,994.75
3200-8307 Various Drainage	\$ 55,057.98

FROM:

3400-8116 Records Storage	\$ 20,000.00
3400-8126 Town Hall Exterior	\$ 2,994.75
3200-8316 Buckhorn Drainage	\$ 55,057.98

CERTIFICATION

I hereby certify the amount of \$ 78,052.73 is available from Project Account #'s 3400-8116 and 8126, 3200-8316 as of 12/10/07.



Kim Marcotte, Interim Director of Finance



1/7/08

TOWN OF ENFIELD

12/12/07

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject:

Request for transfer in support of Heating Upgrades at Enfield High School and Playground improvements at Thomas Alcorn Elementary School.

Councilors:

Background:

The existing heating system is 46 years old at Enfield High School, which has several large heating components that need replacement. Costs to replace these components have escalated during the period of securing funding for their replacement. In addition, the existing playground at Thomas Alcorn School continues to receive compliance requests from the State Office of Child Protection and Advocacy on handicap accessibility.

Budget Impact:

The existing CIP accounts that would support these capital improvements do not have sufficient funds needed to complete these demands.

Recommendation:

To avoid a citing from the Federal Office of Civil Rights regarding the Thomas Alcorn playground and to be able to move forward with the needed replacements to Enfield High's heating system, we are recommending transfers from other Board of Education CIP accounts to the existing accounts for upgrade Heating Systems and School Playgrounds accounts.

Respectfully Submitted,

Art Pongratz
Director of Facilities, Enfield Public Schools

Colleen Brand
Assistant Director Public Works

Attachments:

1. Resolution.
2. [Other supporting information]

TOWN OF ENFIELD
REQUEST FOR COUNCIL TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
001-8704 Heating System Update	\$ 237,474.81	001-8104 Refurbish Stage	\$ 88,302.25
		001-8148 Window Replacement	\$ 95,881.56
		001-8109 Ext Door Replacement	\$ 51,291.00
001- 8802 School Playgrounds	\$ 25,000.00	001-8107 School Ext. Masonry	\$ 27,000.00
TOTAL	\$ 262,474.81	TOTAL	\$ 262,474.81

JUSTIFICATION:

- 1) EHS Heating System – Change in costs due to most recent estimates for project by engineer, and the need to replace several large mechanical components (air handlers and coils) on a 46 year old heating system as a part of the project.
- 2) Playgrounds – To support a continuing effort to comply with requests made by the State Office of Child Protection and Advocacy, in order to avoid a Federal Office of Civil Rights Citing, on the handicapped accessibility of the Thomas Alcorn Elementary School Playground.

		DATE
Requested by: <i>Colleen Brand</i>	Dept/Agency	12-12-07
Reviewed by: <i>[Signature]</i>	Director of Finance	12-18-07
Approved by: <i>[Signature]</i>	Town Manager	01-02-08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:

001-8704 Heating System Update	\$ 237,474.81
001- 8802 School Playgrounds	\$ 25,000.00

FROM:

001-8104 Refurbish Stage	\$ 88,302.25
001-8148 Window Replacement	\$ 95,881.56
001-8109 Ext Door Replacement	\$ 51,291.00
001-8107 School Ext. Masonry	\$ 27,000.00

CERTIFICATION

I hereby certify the amount of \$ 262,474.81 is available from Account #'s 001-8107, 8109, 8104, and 8148 as of 12/12/07.



Kim Marcotte, Interim Director of Finance



1/7/08

TOWN OF ENFIELD

December 13, 2007

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Child Development Center Fundraising Revenue Transfer

Background

The Child Development Center held a fundraiser that sold a food item to families and the community. The expense of the food was \$1,621.50. The sale of the item generated a total of \$2,820, with a net gain of \$1,198.50 which will support the Child Development Center.

Budget Impact:

The transfer is to cover the actual expense of the food item that was sold.

Recommendation:

That the Enfield Town Council approve the transfer of \$1,621.50 Child Development Center Fundraising Revenue to the Child Development Center Food Account.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Pamela Brown", is written over a horizontal line.

Pamela Brown
Director of Social Services

Attachments:

1. Transfer/Resolution

TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS

TO: Account{s} or Fund		FROM: Account{s} or Fund	
4320-0630 Food	\$1621.50	220-01-0040-4320-17050 Fundraising	\$1621.50
TOTAL	\$1621.50	TOTAL	\$1621.50

JUSTIFICATION:

To Increase appropriations to the food account due to expenditures for Fundraising. Incurred an initial expense of 1621.50 and raised a total of 2820.00, for a profit of 1198.50.

		DATE
Requested by: <i>Samuel J. Brown</i>	Director of Soc. Serv	12/21/07
Reviewed by: <i>[Signature]</i>	Director of Finance	1/2/08
Approved by: <i>[Signature]</i>	Town Manager	01/02/08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:

Child Development Center Food \$1,621.50

FROM:

Child Development Center Fundraising \$1621.50

CERTIFICATION

I hereby certify the amount of \$ 1,621.50 is available from Account # 220-01-0040-4320-17050 as of December 24, 2007. .


Director of Finance 1/2/2008



TOWN OF ENFIELD

January 2, 2008

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: DMHAS Strategic Prevention Grant Revenue Transfer

Background

The Youth Services grant from the Department of Mental Health and Addiction Service to implement the Connecticut Strategic Prevention Framework was awarded in the Spring of 2007. The staff position created through this grant was not hired until the end of the fiscal year and therefore funds for salary, benefits and certain implementation costs were unexpended. These funds were appropriated in FY 2006-2007 and added to the Social Service Fund Balance when the fiscal year ended. These grant funds will be spent in FY 2007-2008. The changes in this budget will pay for additional police overtime, a media campaign to reduce underage drinking, professional development, stipends, and office supplies and has been approved by the funder.

Budget Impact:

The total costs for these additional services will be paid for by the grant.

Recommendation:

That the Enfield Town Council approve the transfer of \$20,151.88 from the Social Services Fund Balance for expenses related to the Department of Mental Health and Addiction Services Strategic Prevention Grant.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Pamela Brown", is written over a horizontal line.

Pamela Brown
Director of Social Services

Attachments:

1. Transfer/Resolution

TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
4500-6079-110 Salaries	\$2,000.00	220-01-4500-19020 Social Service Fund	\$20,151.88
4500-6079-140 Police Overtime	\$3,000.00		
4500-6079-160 Stipends	\$1,082.00		
4500-6079-220 Social Security	\$100.00		
4500-6079-221 Medicare	\$30.00		
4500-6079-339 Professional Services	\$6,398.00		
4500-6079-550 Printing & Reproduction	\$5,000.00		
4500-6079-580 Travel	\$2,041.88		
4500-6079-611 Instructional Supplies	\$100.00		
4500-6079-734 Technology Supplies	\$400.00		
TOTAL	\$20,151.88	TOTAL	\$20,151.88

Justification:

The unused funds of \$20,151.88 from the 06/07 Department of Mental Health and Addiction Services Strategic Prevention Framework Grant should be carried over to the 07/08 Department of Mental Health and Addiction Services Accounts. The reason these funds were unused was due to the fact that we were not able to implement the required strategies. This is because the State of Connecticut required us to complete thorough needs assessment, build capacity, and develop a strategic plan.

These funds will be used for Police Overtime, a Media Campaign, Professional Development of the Enfield Together Coalition, Youth Council Stipends and General Office Supplies. The Salary increase represents the Cost of Living Increase for the grant funded position.

			DATE
Requested by:	<i>David J. B. Director of Soc. Serv.</i>	Dept/Agency	1/2/08
Reviewed by:	<i>Lyn N...</i>	Director of Finance	1/2/08
Approved by:	<i>...</i>	Town Manager	01/02/08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED,that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	Youth Services	
	Salaries	\$2,000.00
	Police Overtime	\$3,000.00
	Stipends	\$1,082.00
	Social Security	\$100.00
	Medicare	\$30.00
	Other Professional Services	\$6,398.00
	Printing and Reproduction	\$5,000.00
	Travel	\$2,041.88
	Instructional Supplies	\$100.00
	Technology Supplies	\$400.00

FROM: Social Services General Fund Revenue Account:
\$20,151.88

CERTIFICATION

I hereby certify the amount of \$20,151.88 is available from Account #220-01-4500-19020 as of January 2, 2008.


Lynn Nenni, Director of Finance

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

Resolution Authorizing the Town Manager to Execute the
Open Space Watershed Land Acquisition Grant

RESOLVED, that Matthew W. Coppler of the Town of Enfield is hereby authorized to execute on behalf of the Town of Enfield a Grant Agreement and Conservation and Public Recreation Easement and Agreement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire permanent interest in land known as Open Space Watershed Land Acquisition Grant, OSWA 129 and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes.

RESOLVED, that the Town of Enfield hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Conn. Gen. Stat. §4a-60(a)(1) and §4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time.

BE IT FURTHER KNOWN that Matthew W. Coppler's term of office began on July 1, 2006 and is indefinite. As the Town Manager, Matthew W. Coppler serves as the Chief Executive Officer for the Town of Enfield and is duly authorized to enter into agreements and contracts on behalf of the Town of Enfield.

Dated at Enfield, Connecticut this _____, 2008.

I, Suzanne Olechnicki, do hereby certify that I am the clerk of the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 820 Enfield Street, Enfield, CT 06082, that I am the keeper of the corporate records and *seal*. That the following is a true and correct copy of resolutions duly adopted and ratified by the Enfield Town Council on _____, 2008 in accordance with the constituent charter of the Town of Enfield and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

Suzanne Olechnicki, Town Clerk

CERTIFICATION

I, Suzanne Olechnicki, Town Clerk of the Town of Enfield, an entity lawfully organized and existing under the laws of Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted on the _____ day of _____, 2008 by the governing body of the Town of Enfield, in accordance with all of its documents of governance and management and the laws of Connecticut and further certify that such resolution has not been modified, rescinded or revoked, and is at present in full force and effect.

RESOLVED: That the Town of Enfield hereby adopts as its policy to support the nondiscrimination agreements and warranties required under. Conn. Gen. Stat. § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time.

IN WITNESS WHEREOF, the undersigned has executed this certificate this _____ day of _____, 2008.

Suzanne Olechnicki



TOWN OF ENFIELD

December 26, 2007

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Approval of resolution for Head Moderator rates of pay

Councilors:

Background:

The Registrar of Voters office is seeking to increase the pay for Head Moderators. In the resolution approved by the Council on October 15, 2007 this position was not included. A Moderator earns \$12.00 per hour and the Registrar of Voters is proposing that the Head Moderators be paid \$20.00 per hour retroactive to November 6, 2007 at 8:00 p.m. as their duties go above and beyond those of a Moderator. As the Town is using new machines as of this past election and there are new duties and new responsibilities we wish to recognize these new responsibilities with this rate of pay.

Budget Impact:

The 2007-08 budget included funds for these increases.

Recommendation:

I recommend that the Council approve this resolution.

Respectfully Submitted,

Two handwritten signatures are present. The first signature, "David Wawer", is in dark ink and is written over the "Respectfully Submitted," text. The second signature, "Carol R Censki", is in a lighter ink and is written below the first signature.

David Wawer
Carol Censki
Registrar of Voters

Attachments:

1.

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

BE IT RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter, the rates of pay for the following election workers will be increased by the following:

Head Moderators	\$20.00 per hour effective November 6, 2007 at 8:00 p.m..

Date Prepared:

December 26, 2007

Prepared by:

Human Resources Department